Helpful Hints – Fixed Asset Tagging Application

The Fixed Assets Tagging Application includes a Notes/Comments (highlighted below). Please use this field to assist FAEIS in tagging your equipment by providing additional information. This may include specific times when an item can be tagged, who to contact for access, and any other relevant details.

Departments should follow these guidelines for the application:

1. **Existing Assets**: Equipment not meeting our capitalization threshold tagged by departments or tagged by Dell, please enter the following information while verifying the purchase order: barcode, custodian, location, and organization. **Dell-tagged computers are not automatically entered in Banne**r. If departments want low-value computers entered in Banner, they should enter those in the Fixed Assets Tagging application.

2. **New Equipment Tagging**: Departments no longer have to struggle to remember who to notify to get equipment tagged, uncheck the box labeled "Is Asset Tagged?" and complete the form with the following details: purchase order, manufacturer, model, serial number, custodian, organization, and location.

Information submitted through this form is sent directly to FAEIS for data entry. Please remember this form is only used for tagging or entering new assets and not to update existing information. If you have any questions, please contact Matt Carter at mcarter4@vt.edu or Becky Saylors at saylorsb@vt.edu.