



## Controlled Item Code Equipment Form

The "Controlled Item Code" (CIC) Equipment form is to be used when a department uses the Purchasing Card (P-Card) to acquire non-capital equipment. When purchasing controlled assets on a P-Card, a signed P-Card Exception Request is also required.

**Instructions for use:** Complete this form as soon as the piece of controlled equipment is purchased with the P-Card and Received. Once completed, email the CIC form and signed P-Card Exception form to Asset Management at [Asset.Management@unt.edu](mailto:Asset.Management@unt.edu).

Asset Management will contact you to tag the item. Have a printed copy of this form ready when Asset Management arrives to tag the item. They will complete and sign the form. A copy of the completed and signed form should be attached to the monthly P-card transaction log.

Department/Number:	Fund:	Fund Category #	Function:
Program:	Purpose:	Site:	Location of Asset:
Serial:	Brand Name:	Description:	
Amount \$	Model #	Vendor Name:	UNT Asset Tag#
Custodian:			Employee ID #
Cardholders Name:			Date of Receipt

Asset Management Staff Signature:	Date
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Dollar threshold range of \$0.00 to \$4,999.99:

Firearms  
 Desktop Computers  
 Laptop Computers  
 Tablets (iPads, Surfaces, etc.)

Dollar threshold range of \$500.00 to \$4,999.99:

Projectors  
 Televisions  
 Cameras  
 A/V Equipment  
 Smart Phones  
 Drones