

	<b>PURCHASING DEPARTMENT</b>  <b>FREDONIA</b> <b>STATE UNIVERSITY OF NEW YORK</b>	GUIDELINE NO: 206
		PAGE NO: 1 of 1
		ORIGINAL: January 2003
		LAST REVISED: January 2014
<b>TITLE: Purchase Orders</b> Property Control/Inventory Tags		REVISION DATE: January 2016

## I. Purpose

The purpose of this guideline is to define a procedure for property control/inventory tags.

## II. Procedure

The function of the Property Control Office is to safeguard Fredonia’s assets. After your equipment has been ordered via a purchase order, documentation is sent from the Purchasing Department to the Property Control Office. It is that action that triggers you to receive either a red tag or an inventory control tag along with a photocopy of the purchase order.

If you are making purchases via your State issued procurement card, it is your responsibility to send that information to the Property Control Office.

If you have any questions regarding these tags or items involving property control, please contact Property Control at extension 3216 or email [propcont@fredonia.edu](mailto:propcont@fredonia.edu).