UNT® | **DIVISION OF FINANCE & ADMINISTRATION**
Asset Management

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.

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

Asset Management Staff Signature:	Date

Dollar threshold range of $0.00 to $9,999.99:

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

Dollar threshold range of $500.00 to $9,999.99:

Projectors
Televisions
Cameras
Audio Equipment
Smart Phones
Aerial Drones

rev. 2/12/2025