



Asset Labels and Tagging Guide

Overview: This guide provides examples of asset tags and labels available to identify equipment at the university. Asset tags and labels provide an important link to the KFS asset record and are primarily used for tracking movement, ownership, asset status, and conducting physical inventory to maintain compliance.

Required Tags for Capital Assets

All capital assets must be physically identified using an appropriate asset tag and possibly a secondary label. Per MBP 224, accurate tagging practices support asset identification, inventory tracking, lifecycle monitoring, and align with internal property control requirements. All capital asset tags may be requested by contacting camhelp@msu.edu.

Capital asset tags are used to identify all equipment obtained by the university and purchased with university funds that meet the criteria to be a capital asset. This includes those items received through grant or contract funds, gifted, and equipment on loan.



Heat Resistant Metal Tag - Used for assets exposed to extreme environmental conditions, including outdoor applications.

Size: Standard $\frac{3}{4}$ " x 1 $\frac{1}{2}$ "



Durable Paper Tag - Intended for indoor use and suitable for assets of any size.

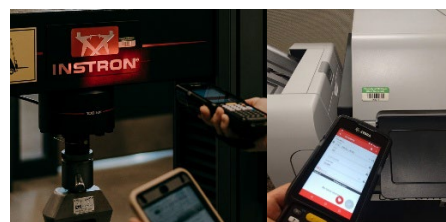
Size: Standard $\frac{3}{4}$ " x 1 $\frac{1}{2}$ "



Durable Paper QR Code Tag - For compact assets where limited surface space restricts the use of a standard-size tag. Examples include cameras, servers, and compact medical equipment.

Size: Small $\frac{1}{2}$ " x 1"

Placement: Capital asset tags should be placed on the front side of equipment in an easy to find location that allows for barcode scanning and visual confirmation of the tag number.



22TUT27v01 | Release date: 09/10/26 | This document is uncontrolled when printed or saved.



Secondary Labels for Capital Assets

Secondary labels must be used in combination with the “Property of Michigan State University” asset tag. These labels are used on equipment where additional information is required for physical identification.

Secondary labels for capital assets may be requested by contacting camhelp@msu.edu. Please note that all secondary labels are size: Standard $\frac{3}{4}$ " x 1 $\frac{1}{2}$ ".

External ownership

Secondary labels are required for capital assets where title is vested with an external entity. It is important to physically identify property that does not belong to MSU. These labels help to prevent unintended changes, modifications, and disposition without the required prior authorization from an external entity.



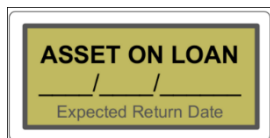
Property of U.S. Government: For use on equipment for which title remains vested with the U.S. federal government, object code 6498 or 6500.

- The label should have a unique identifier written on it such as an account number or information to identify the external entity.
- The KFS asset record should have “Gov Owned” recorded in the “government tag field”.



Property of Agency – For use on equipment for which title remains vested with an external entity, object code 6499.

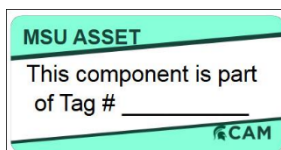
- The label should have a unique identifier written on it such as an account number or information to identify the external entity.
- The KFS asset record should have “Agency Owned” recorded in the “government tag field”.



Loaned Assets – For use on equipment that is on loan to MSU from an external organization where title remains vested with the external entity. Loan terms should not exceed a two-year period.

- The expected return date should be recorded on the loan label.
- The KFS asset record description should include the word “Loan” as well as the start and end dates of the loan term.

Capital Asset Components



Capital Asset Components - Component labels identify separate parts of an asset system with multiple interconnecting pieces, such as essential items and accessory items. Use of the label is optional and helps improve tracking systems.

- The label should refer to the “primary” or “parent” asset tag number.
- This label can also be used to identify upgrades or enhancements acquired separately but included in the primary asset system.



Optional: NON-CAPITAL Asset Tag (for equipment less than \$5,000)

Non-capital asset tags are used by departments to identify and track university owned equipment that meets all of the criteria of a capital asset, except it is **valued at less than \$5,000** at the time of purchase.

Tracking non-capital assets is recommended, not required, for identification, accountability, and supports internal property controls. Non-capital asset tags may be used to identify items prone to theft, sensitive items, or any items departments choose to track as a **non-capital asset** within KFS.

[A non-capital asset record can be created](#) in KFS by the department's Role 6 CAM Processor. A non-capital asset tag physically identifies the equipment being tracked by the department and the tag number should be linked within the KFS asset record.



Non-Capital Property Tag - Department Barcode Tag – Use of non-capital asset tags is recommended but not required.

Size: Standard ¾" x 1 ½"

- Only for equipment less than \$5,000. Not for use on capital assets.
- Items are not included in CAM's physical inventory process.
- Non-capital asset barcode tags are available for purchase through [Spartan Marketplace-University Stores](#).