

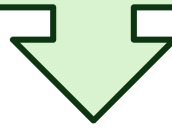


# Moving items?



## Check for Capital Asset Tags

\* These items are monitored and tracked \*



## Before moving any tagged items

Including transferring or sending items to the MSU  
Surplus Store

(Please do not remove asset tags)

## You MUST notify your unit's Role 6 CAM Processor(s)

### Who is the Role 6 CAM Processor?

- If you are unfamiliar with your unit's Role 6 CAM Processor, go to: Business Intelligence and Analytics Report – Cognos (<https://bi.itservices.msu.edu>).
- Use report: Role 6 Processor Lookup - CAM020 and search by entering the Asset Tag Number(s). Report path: Team Content > Finance Folder > University Finance Reports > CA-Capital Assets.

## CAPITAL ASSET TAG OPTIONS



### STANDARD SIZE HEAT-RESISTANT METAL

For extreme conditions,  
including outdoor use



### STANDARD SIZE DURABLE PAPER

For indoor use on  
assets of any size



### SMALL SIZE DURABLE PAPER

For indoor use on small  
assets, like cameras