Tips on Purchasing Controllable Property

Controllable Property should be coded to object code **8306 Controllable Property Equipment <$5,000** in KFS. Inventory Control will create asset records for all items on Purchase Orders using this object code. Inventory Control will also send out tags to whoever is listed as the "Delivery To" person on the purchase order. Dell computers will generally arrive pre-tagged, so no tags will be sent.

If Controllable Property is purchased using a P-Card, Inventory Control will create an asset record and send out a tag to the department.

If a General Error Correction (GEC) or a Distribution of Income and Expense (DI) is used to change the coding TO 8306 on a transaction, please notify Inventory Control so that an asset record can be created and a tag mailed out.

Controllable Property that is to be paid for by the UConn Foundation should be purchased out of a KFS Foundation account, and then reimbursed.

Questions? Need help? Contact Inventory Control at InventoryControl@uconn.edu, give us a call, or visit our website http://accountingoffice.uconn.edu/913-2/