

STATE OF TENNESSEE TAGGING REQUIREMENTS

Items purchased with a total cost of \$5,000.00, or more, will be tagged. They should be recorded with an account code beginning with 716XXXXX and an asset profile beginning with an 'E'. The determination of total cost should be inclusive of any components, freight and set up costs (labor).

Items recognized as sensitive items should be purchased with an account code of 72299000 or 70999000 and an asset profile beginning with an 'X'. These items should be tagged. The REVISED Sensitive Item Listings are attached. There are TWO sets of criteria for determining if an item should be tagged when the cost is less than \$5,000.

1. Sensitive Items to be tagged when the cost is between \$100.00 and \$5,000.00: (The cost should include the unit price, freight and set up costs (labor).
2. Sensitive Items to be tagged regardless of cost (cost should include unit price, freight and set up costs (labor).



ITEMS TO BE TAGGED WHEN THE COST IS BETWEEN \$100.00 AND \$5,000.00:

ALL TERRAIN VEHICLES (ATV) 4, 6, 8 WHEELS

BOAT MOTORS

BOAT TRAILERS

BOATS

BODY ARMOR

CANOES

DIGITAL VIDEO RECORDERS

DIGITAL VOICE RECORDERS

FORK LIFTS

HAM BAND TRANS/REC (HAND HELD)

LCD/MULTIMEDIA PROJECTORS

MARINE BAND TRANS/REC

MOWERS, RIDING

OSCILLOSCOPE

POWER SUPPLIES

RADIO SCANNERS

SPECTRUM ANALYZER

TRACTORS (AGRICULTURAL & ROAD MAINTENANCE)

VECTOR SCOPES

WAVEFORM MONITORS



ITEMS TO BE TAGGED REGARDLESS OF COST

BAR CODE SCANNERS/CRADLE

CAMERA (35 MM & DIGITAL)

CAMERA LENS (200 MM OR LARGER)

COMPUTERS, ALL TYPES

COMPUTER PERIPHERALS (EXTERNAL)

DVD PLAYERS/RECORDERS

FAX MACHINES

GAMING SYSTEMS (Wiki, XBOX, etc)

GEOGRAPHIC INFORMATION SYSTEM

GLOBAL POSITIONING SYSTEMS

IPAD

IPOD

NETBOOKS

NIGHTVISION EQUIPMENT

PDA

PRINTERS

TELEVISIONS

TWO/WAY RADIO TRANS/REC & CHARGER

VIDEO CAMERAS

VIDEO RECORDERS & PLAYERS

WEAPONS



ADDITIONAL SPECIFIC REQUIREMENTS:

All weapons are to be tagged and added to EDISON regardless of cost as noted above. Weapons with a cost less than \$5,000.00 should be coded to 70999000/XGUN.

Weapons with a cost of \$5,000.00 or more should be coded as 71617000/EGUN.

Computer Systems comprised of a monitor, keyboard and central processing unit are to be tagged as one unit. The tag value should include freight and installation costs.

External Computer Peripherals, to be tagged regardless of cost, should include the following items:

- a. EXTERNAL STORAGE DEVICES – not to include flash drives
- b. EXTERNAL TAPE DRIVES
- c. EXTERNAL MODEMS/WIRELESS ROUTERS
- d. SCANNERS
- e. CD WRITERS
- f. DOCKING STATIONS
- g. SWITCHES
- h. HARD DRIVE DUPLICATORS

Subsequent immaterial purchases less than \$5,000.00 of internal upgrades for microcomputers, desktops, and servers will not be tagged.

Software, that is server-based, will be tagged if the cost is \$5,000.00 or greater.

PC-based software will NOT be tagged.

Donated equipment items that meet the above criteria should be added based upon estimated fair market value at the date of donation.



Equipment manufactured for use within the department that meets the other requirements should be tagged. Cost must include labor and materials.

Items not required to be tagged according to the State Tagging Requirements may be tagged at the discretion of your Business Unit. These items should be purchased with an account code beginning with 709 (other than 70999000) and the asset profile chosen should begin with an 'O'.

Equipment purchased from the State and Federal surplus warehouse that meet the above criteria should be tagged.

