

## SAM—PROPERTY ACCOUNTING

### IDENTIFICATION AND TAGGING

8651

(Revised 3/96)

All state property will be tagged after acquisition. This includes properties which do not meet all of the State's capitalization requirements.

The purpose of tagging assets is to designate the assets as belonging to the State. Tags will be placed so that they are in plain sight and easy to read. To the extent possible, all property will be tagged on the assets' front, left-hand corner. The identification number will not be changed when property is moved within the department.

Types of Tags:

Adhesive Tags

This type of tag includes tags manufactured from thin-gauge metal, plastic, or other materials which are attached by use of an adhesive. These tags are for general purpose use and will be used whenever practical. All tags will be 1 1/2" x 3/4" as illustrated below. Tags will be numbered sequentially.

State of California  
Department of Finance  
1685

Metal Tags

Metal tags will contain the same information as adhesive tags. These tags will be used when adhesive type tags are impractical.