



CI Asset Tracking Policy

Last Updated: 2/14/24

Policy Guidelines

- All equipment < \$100 is not required to be inventoried or tracked.
- All equipment > \$100 but < \$500 will be tracked in *CI Equipment* only, except for tablets which will also be inventoried in *eBars*.
- All tablets + equipment > \$500 will be inventoried in *eBars* and tracked in *CI Equipment*.
- All equipment specifically purchased for the CI Equipment Room will be tracked in *Connect2* only, as this system is used to facilitate the checking in/out of equipment by students for class use.
- All equipment inventoried in *eBars* must be tagged with a barcode issued by *UK Capital Assets Accounting*.

Websites

- CI Equipment – <https://ciequipment.uky.edu/>
- eBars – <https://myuk.uky.edu/zAPPS/ebars/UserLogon.aspx>
- Connect2 – <https://ukci.getconnect2.com/>