

Notes on Affixing Property Labels

[Updated on February 11, 2022]

★ To simplify the process of affixing property labels, beginning on May 1, 2020, property numbers for all newly procured property items may be requested online with the Movable Assets Section, Property Management Division (“the Division”) (navigate to the Property Management Division’s homepage > Click on Online services in the upper right-hand corner > click on Property number/label application and process inquiry). **Applicants no longer need to deliver new property or any printed documentation to the Division.** Upon obtaining the property labels, applicants may directly affix them to a new property item and take a photo to be affixed to the first stub of the Property/Item Addition Form, which may then be submitted for reimbursement.

1. Affixing property labels

- 1) Please affix a property label at a clearly visible location on the exterior of the equipment and write down the property number with a permanent marker underneath the label for future inventory and property management and identification purposes.
- 2) The property label for a piece of software shall be affixed to the CD-ROM case (copy the property number with an oil-based marker on the CD-ROM itself), the authorization letter, or the document on which the authorization code is printed. Please take a photo of the CD-ROM case and the CD-ROM itself or the aforementioned documents, print out the photo, and affix it to the Property/Item Addition Form to be submitted for reimbursement.
- 3) Rights (including patent rights, copyrights, and trademark rights)
 - i. The property label for rights to a patent or trademark shall be affixed in a blank space in the lower right-hand corner of the original or photocopy of the license.
Note: Units applying for a property label for rights to a patent shall contact the Office of Research and Development’s Center of Industry-Academia Collaboration to obtain information of the unit that will be using the patent as well as the patent manager and users.
 - ii. The property label for a copyrighted work shall be affixed in a blank space in the lower right-hand corner of a photocopy of the book cover.

2. Taking photos

- 1) After affixing the property labels, **please take a photo of each property item (including software).** The photo must show **the exterior of the item in its entirety, including the location where the property label is affixed** (see Example 1). Please print out the photo and affix it to the Property/Item Addition Form to be submitted for reimbursement. (Note: For intangible rights, please provide a photocopy of the patent or trademark license with the property label affixed or a photocopy of the cover of the copyrighted work with the property label affixed.)
- 2) The photo format for self-labeled property is available for download on the Office of General Affairs–Property Management Division’s website (Go to Downloads > Property labels: Photos for self-labeled property).

3. If a new property item is to be installed within the casing or shell of a machine (such as a new hard drive to be installed within an existing computer), the Division will provide **two property labels (one large and one small).**

- 1) The first property label shall be affixed to the new property item (such as the hard drive) prior to installation.
- 2) The second property label shall be affixed next to the property label of the existing property item (such as the computer) after installation.

During the reimbursement process, please submit **photos of the exterior** of both **the new item** (such as the hard drive) and **the existing item** (such as the computer) that **show the locations of**

all property labels (see Example 2).

- **In the event that a new property item** (such as a hard drive) **has already been installed within an existing property item** (such as a computer), **making it impossible to affix a property label to the new property for photo purposes:**

- 1) Please affix the property label next to the property label of the existing property item (such as the computer), and take a photo of the exterior of the existing property item (showing the location of the new property item's label). (See Example 2, Figure C)

- 2) Please also submit a legible catalogue for the new property item to serve as a basis for future property data entries.

4. Made-to-order equipment with no indication of maker and model on the exterior

Please indicate the identifiable specifications (such as the length, width, and height) of the equipment in the photo.

5. It is recommended that users and managers of property items each retain a copy of the photo submitted for reimbursement for property management and inventory purposes.

Example 1

Please affix the property label **at a clearly visible location on the equipment's surface.**

Take a photo that shows **the exterior of the equipment in its entirety, including the location where the property label is affixed.**



Example 2

Figure A

If a new property item is to be installed within the casing or shell of a machine (such as a new hard drive to be installed within an existing computer), **the Division will provide two property labels.**



Figure B

The first property label shall be affixed to the new property item (such as the hard drive) **prior to installation.**

Take a photo that shows the exterior of the equipment in its entirety, including the location where the property label is affixed.



Figure C

The second property label shall be **affixed next to the property label of the existing property item** (such as the computer) **after installation.**

Take a photo that shows the exterior of the equipment in its entirety, including the location where the property label is affixed.



The property label of the new property item (such as the hard drive)

The original property label of the existing property item (such as the computer)