M-3HOW TO CORRECTLY FORMAT PROPERTY NUMBERS IN STAARS FOR COMPTROLLER'S OFFICE

All payment documents coded to major object codes 1200, 1300, and 1400 that are over $500.00 or items deemed as sensitive items must have a unique 12-digit inventory number entered on the payment request document in the Property/Lease Number Column. The unique inventory number must be in one of the two formats described below, depending on whether the capital asset purchased is required to be inventoried by the State Auditor.

1) ***State Auditor Assets*** – The Property Inventory Number used by the State Auditor contains a maximum of 10 characters. When entering the Property/Lease Number in the appropriate column of the payment request document, add the letters **QA** to the beginning of the property Inventory Number and insert zeros after the dash to fill out the full **12 characters**. Auditor Property Numbers (for State Auditor inventoried property) are formatted as follows:

    QAxx-1234567, where xx is the Auditor's two-digit agency code, the fifth character is always a hyphen and the remaining seven characters are the Auditor's property number, preceded by zeros if necessary to fill all of the remaining seven characters after the hyphen.

> **NOTE**: The dash counts as a character.

Example **– If the Auditor's Property Inventory Number is 23-008569, write QA23- 0008569 in the Property/Lease Number Column of the Payment Document.**

> **Note:**   **Property Numbers should be entered in column 19.**

> **Note:** If there are multiple items on one invoice, which require a property number, each item, with the appropriate property number, must be listed on a separate line of the document.
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> Example – Two Dell Computers – $1500.00 each -- Invoice Total is $3000.00. Two lines will be written on the payment document. Each line will be for $1500.00 and the appropriate property number of each item will be on each individual line.

2) ***Non-State Auditor Capital Assets*** – Certain capital asset items are exempt by law from the State Auditor's inventory process. These Capital Assets must be assigned a Capital Asset Number. Most of these items are purchased under object category 1200. This Capital Asset Number is to be generated by the individual department in the following format and entered in the Property/Lease Number Column of the Payment Request Document:

Q+3-digit Agency Number + dash + 7-character asset number. For example, if a building were purchased by agency 010 under 1202, the Capital Asset Number entered in the Property/Lease Number Column of the Payment Request Document would be Q010-0000001 where "0000001" is any unique alphanumeric combination chosen by the department to identify that asset.