



# UNIVERSITY OF MARYLAND

DIVISION OF FINANCE  
*Office of the Controller*

Chesapeake Building  
Room 4100  
4300 Terrapin Trail  
College Park, Maryland 20742-3111  
P: 301.405.2584  
Fax: 301.405.5750

To: Inventory Coordinators  
Through: Lillian Nash, Controller  
From: Teri Oyegoke, Associate Controller

**Subject:** Requesting to Tag Capital Assets

As Implementation of Workday is approaching, Inventory Control must ensure that all capital assets are tagged and active in order for these assets to be converted in Workday. To verify that all capital assets are active in the system, the Controller's Office is now assigning inventory tags to the assets when it is created and mailing the tags out to the department. Attached, please find a list of your department's pending asset global documents and the tag number that has been assigned. Once the department tags the asset, they must provide via email ([inventorycontrol@umd.edu](mailto:inventorycontrol@umd.edu)) the location, responsible person, and serial number so that Inventory Control can update this information for the department. This will be a similar process that will be adopted in Workday.

If you have any questions, please do not hesitate to contact Inventory Control by [inventorycontrol@umd.edu](mailto:inventorycontrol@umd.edu).

We appreciate your help in this critical effort to maintain accurate and timely equipment records at the University of Maryland. Thank you for your attention to this matter.