Appendix A

Suggested Listing for Sensitive Items

Computer & Related Equipment:

Workstations/Laptops/notebooks

Tablet PCs

Servers

Terminals

Monitors

Printers

Network hubs and switches

PDAs/Palms

Portable Storage Devices

Plotters

Scanners

CAD equipment

Audio/Visual Equipment:

VCR/DVD Players

Projectors

Cameras/Video Cameras

Musical Instruments

Televisions

Amplifiers

Speakers

Microphones

Sound Boards

Tripods

Office Equipment:

Fax Machines

Desk Telephones

Typewriters

Cash Registers

Card Reading Machines

Safes

Lab Equipment:

Balances

Meters

Microscopes

Artwork

All Motor/Non-Motor Vehicles & Heavy Equipment (all – regardless of cost):

Vehicles - cars, vans, trucks

Maintenance Equipment such as Tractors & Forklifts

Golf Carts

Trailers

The above lists are not all-inclusive and we may at times determine other specific equipment as sensitive to follow our policy of tagging and recording. In addition, there may be times that an item is listed above and we deem it appropriate to exclude from our sensitive equipment policy.

If you have questions about whether property should be considered "sensitive", please contact the Inventory Accountant at extension 6100 or the Assistant Comptroller at extension 6089.