

BAR CODING PROPERTY

All Accountable Property is barcoded with Department of Commerce (DOC) barcode labels. The labels are available from the **Information Management Division (IMD)** in HCHB, Room 2867, or by calling the PPD at (202) 482-8246.

Accountable Property is defined as equipment and motor vehicles that fit the following criteria:

- All capitalized personal property (personal property with an acquisition cost of \$25,000 or more),
- All office furniture and equipment with a unit cost of \$5,000 or more,
- All sensitive items (see mandatory list below),
- All equipment leased or on loan to DOC bureaus, and
- All accountable or sensitive government-owned property in the hands of a contractor or grantee.

Sensitive Property (below the \$5,000 threshold) includes non-expendable items that may be easily converted to private use, or have a high potential for theft. The mandatory list includes the following:

Firearms	Desktop Scanners
Desktop and Tower Computers	Hand-held Scanners
Laptop, Notebook, and other Portable Computers	Digital Cameras
Hand-held Computers	Video Cameras
Color Printers	Televisions
Laser Printers	Video Cassette Recorders and Players
Desktop Plotters	Fax Machines
Graphic Tablets	Multi-purpose Fax, Printer, Copy Machines
CD-ROM Disk Drives (read and write)	Global Positioning System (GPS) Devices
DVD-Players and Recorders	Photocopy Machines
External SCSI Disk Drives	
External "Firewire" Disk Drives	

NOTE: We do not barcode computer monitors, modems, disk drives, keyboards, speakers, microphones, or internal boards or parts). Also, we do not barcode network equipment such as routers, switches, repeaters, external ports, etc.