Property tags are automatically generated when:
- Receiving is complete in TechBuy, **and**
- An invoice for the item has processed, **and**
- The account code on the invoice is identified as a capital or controlled item account code (Follow this link for a list of account codes that are considered capital or controlled).

When these criteria are met, overnight processing is required before a temporary tag is available. Property Management converts to a permanent tag number and the tag information is available in the department listing in the Property Inventory System. The tag is then mailed to the Property Custodian or the person designated to receive tags.

If a tag is not received, here are some things to check:

Is the item included in the Departmental Inventory listing in the Property Inventory System?
- If yes, the physical tag should be received within a few days of the Acquired Date.
- If no, have all items on the PO been received from the vendor (e.g. computer is received but webcam or docking station are back ordered)?
  - If no, contact PropertyManagement@ttuhsc.edu for options.
  - If yes:
    - o Is receiving complete in TechBuy?
    - o Has an invoice processed for the item?
    - o Was the account code on the invoice (derived from the PO) a capital or controlled account code?
    - o Is an unprocessed electronic invoice available in the "Invoices" tab for the PO in TechBuy?
      - If yes, contact Accounts.Payable@ttuhsc.edu to have the invoice processed.
      - If no, contact Accounts.Payable@ttuhsc.edu for follow up with the vendor.

For questions, contact Property Management at PropertyManagement@ttuhsc.edu.