NORTHERN ARIZONA UNIVERSITY

Contracting and Purchasing Services

TAGGING SERVICES

928-523-6206

RETURN TO:

NAU-PropertyAdmin@nau.edu
NAU Box 5629

Revised 2/19/2016

Tagging

Property Administration tags all vehicles, computers, iPads, and assets costing $5,000.00 or more.
Printers will need an asset tag in order to be networked and/or serviced by ITS.

If purchased:

☐　　on a PO	PO #:
☐　　from the NAU Bookstore	*include a copy of the Bookstore order and the register receipt
☐　　from Dell	*include a copy of the *invoice* including total price and order number
☐　　from any other company	*include a copy of the receipt with the total price

Contact Information

Contact Person:	Phone Number:
Department :	Date of request:
Department Speedchart used for purchase:	
Department Speedchart responsible for asset(s) (Inventory Department):	

Location

Current location of asset(s) for tagging purposes:	Building Number:	Room Number:
Permanent location of asset(s):	Building Number:	Room Number:

*Item(s) must be out of their box and ready for tagging.