

 <p>Contracts, Purchasing, and Risk Management</p>	<p>NORTHERN ARIZONA UNIVERSITY</p> <p>Contracts, Purchasing, and Risk Management</p> <p>TAGGING SERVICES FORM</p>	<p>RETURN TO:</p> <p>NAU-PropertyAdmin@nau.edu</p> <p>Revised 11/16/2020</p>
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Tagging Instructions	
1. Complete Sections 1-4 and return to NAU-PropertyAdmin@nau.edu for a tag to be issued.	
2. Property Administration will mail tag and a copy of this form to the Contact for completion of Section 5.	

1. Purchased		
<input type="checkbox"/> Purchase Order	PO #:	Receiver #:
<input type="checkbox"/> P-Card	Include a copy of the invoice with date of purchase. Name of PCard holder:	
<input type="checkbox"/> Gift-In-Kind	Include a copy of the Gift-In Kind from the NAU foundation.	

2. Contact Information	
Contact Person:	Phone Number:
Department:	Date of Request:
Department Speedchart used for purchase:	Program Code:
Department Speedchart responsible for asset(s) (Inventory Department):	
Funding Type:	If not NAU, equipment owned by (e.g. grantor named):
Address for mailing tag:	

3. Location and End User		
Current location of asset(s) for tagging purposes:	Building Number:	Room Number:
Permanent location of asset(s):	Building Number:	Room Number:
Provide full name of end user if applicable:	EMPL ID#: (inventory liaison)	

4. Asset Tagging Information		
Description:		
Serial #:	Make:	Model:

5. Tag Confirmation		
Place the asset tag in a visible location that does not interfere with use for easy viewing during physical inventory and take photos of the asset to include the asset tag placed on the equipment, Serial Number, Make and Model		
Sign below and return this form and photos to NAU-PropertyAdmin@nau.edu as verification the asset has been physically tagged.		
Print Name:	Signature:	Date:

For Property Administration Use	
Asset Tag Number:	Date Mailed:

