

# Property Management

## Tag by Mail Form

Property Management's records indicate that your department is in possession of an asset not located on campus. We need your assistance to assign an asset identification label to this asset. In order to maintain an accurate asset inventory please supply all of the information requested in the **numbered area** of the form below and return the completed form to:

**Property Management  
25 Buick Street Room 228  
Boston, MA 02215  
Attn: Ben DeGennaro Jr.**

Upon receipt of your response, a BU Property Tag (a red-striped, bar-coded, BU number) will be sent to you by return mail. It is **your** responsibility to make certain that this label is applied to the correct asset. If you have any questions or concerns please feel free to call me.

Regards  
Ben DeGennaro Jr.  
Property Manager  
Tel.: 617-353-8087  
FAX: 617-353-6740  
bdegenna@bu.edu

### Asset Information:

#### Description

#### Shopping Cart Number

#### Grant Number

- |  |                  |
|--|------------------|
| (1) Manufacturer   | (2) Model Number |
| (3) Serial Number  |                  |
| (4) Name of individual responsible                           |                  |
| (5) On Campus Address and Room Number for Responsible Person |                  |

#### (6) Item is Located

- ☒ At Responsible Person's Home  
☐ Other Campus, Name of Campus  
☐ Foreign Location, Name of Location

(Completed by)

(Tel. Ext.)

(Date)

The above information is subject to audit and will be reviewed for accuracy by external and internal review groups.