

Tag by Mail

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 238
 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 617-353-8087.

ASSET INFORMATION

Description

Purchase Order Number

Requisition Number

1) Manufacturer

2) Model Number

3) Serial Number

4) Name of individual responsible

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

Telephone extension

Date

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