

P.O. / P.R. # \_\_\_\_\_ (SEND COPY OF PO/PR WITH THIS FORM)

SITE/DEPT. \_\_\_\_\_

ITEM \_\_\_\_\_ \*\*\*\*

MODEL # \_\_\_\_\_ \*\*\*\*

PRICE \_\_\_\_\_

DATE \_\_\_\_\_

**CUSD #**

**ASSIGNED BY WAREHOUSE**

I	T	E	M																	
M	O	D	E	L		#														
S	E	R	I	A	L	#														

**\*\*\*\* IF MULTIPLE ITEMS ARE INVOLVED (I.E. 2 PROJECTORS, 1 CAMERA) LIST EACH ITEM SEPARATELY BY NAME, MODEL # AND SERIAL # AS SHOWN ABOVE IN GRAY.**

# REQUESTING FIXED ASSET TAGS (CUSD PROPERTY TAGS)

## INSTRUCTION SHEET

1. Fill in PO or PR number (send a legible copy with this request).
2. Fill in site/department.
3. Fill in the item name at top of page and list the serial number(s) below, **however** if multiple items are received, such as 1 camera and 2 projectors, follow the example shown by the grayed out squares on the top left of page, repeat this process until all items have been listed. List like item serial #'s below one another.
4. Send all copies to Warehouse ATTN: Greg. The item (s) will be assigned a CUSD tag (s) and all copies will be returned to you with an etcher/engraver, if you request the engraver. The engraver should be returned as soon as possible so that others may borrow it.
5. CUSD numbered tags are assigned to the serial number of an item, that information is then recorded in the Fixed Asset Database for insurance and warranty purposes, therefore CUSD tags and serial numbers must be checked closely to ensure the correct tag is placed on the item.