

Property Management Tag Request Form

The **Property Management Tag Request Form** is to be used in conjunction with the **Purchasing Card**. Complete this form for each purchase made via the PCard that requires an N-Tag, A-Tag or D-Tag. The following object codes should be used for reconciliation: **5720**, Inv. Noncap.Computers & Equipment; **5730**, Inv. Noncap.Computers & Equipment, S/P; **5750**, Fabrication Supplies.

Departmental Information

Department Name: _____ Department Number: _____

Responsible Person: _____

Street Address: _____

Bldg Name & Room Number / Floor: _____

Asset Information

Asset Description: _____

Vendor: _____

Incorporate Into Existing Tag Number: _____ Manufacturer: _____

Quantity: _____ Model Number: _____

Dollar Amount: _____ Serial Number: _____

FRS Account Number: _____ Object Code: _____

Authorized Signature: _____ Date _____

Please fax completed form & a copy of the invoice to Property Management at 520/621-9195.

For Official Use Only:

Tag Number: _____ Approved by: _____ Date: _____