



Small Asset Tagging Confirmation

Asset Description _____ Manufacturer _____

Serial # _____ Model # _____

Vendor _____ FOAP _____

DP or PO # _____ Cost _____

Check # _____ Department _____

Check Date _____ Person _____

Location/Bldg _____

PCN _____ Room _____

Asset not tagged due to: Extreme Temps Asset Submerged Hinders Testing

Asset Not Visible Too Small Other _____

Installed on or in (PCN) _____

Notes _____

Employee's Signature

Date

Property Representative's Signature

Date

This document confirms the purchase of the asset listed above. Please provide this document for inventory audits.

Please notify the Property Office if this asset is destroyed or transferred to another party.