



Fixed Assets
Phone: 703-993-4456
Email: assets@gmu.edu

Request for Tagging New Equipment

Instructions:

Use this form to report that an item of equipment was received without a bar code label (usually because it wasn't processed by Central Receiving) and to request that Fixed Assets send a bar code tag to affix to the equipment. Please provide as much of the following information as possible.

Department: _____ Date: _____

Equipment Liaison: _____ Phone: _____

Mail Stop Number: _____ Email: _____

Description: _____

Serial number: _____

Model: _____

Manufacturer: _____

***Mason Purchasing Information [Please attach copy]:** _____

eVA Requisition# or PCO#, Banner PO# or Invoice#, and/or Account and Fund/org to which item was charged. Fixed Assets will not send a barcode without proper purchasing information.

Cost: _____

Location:
Building: _____

Room: _____

Use code (see below) _____

Equipment Use Codes

(See Departmental Equipment Procedures at <http://fiscal.gmu.edu> for explanation of codes)

- 101 Instruction
- 102 Research
- 103 Public Service
- 104 Academic Support
- 105 Student Services
- 106 Institutional Support
- 107 Operation and Maintenance of Plant
- 809 Auxiliaries

For Fixed Assets Office Use Only:	
_____	_____
Entered by	Date