

EQUIPMENT TAGGING REQUEST

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

Property Control assigns inventory tag numbers once equipment purchases are fully paid. If a piece of equipment has been received and placed in service or will be leaving campus, remit this form along with supporting documentation to Property Control Mailcode 6827 or by email to asset@siu.edu

Purchase Order Number: _____

Or

P-Card Transaction ID: _____

One P-card ID number per form. For additional transactions, please complete another form.

PLEASE SEND A COPY OF THE INVOICE TO PROPERTY CONTROL WITH THIS FORM.

Department Contact Information:

Dept: _____ Unit #: _____

Contact or P-Card Holder's Name: _____

E-mail: _____

Phone #: _____ MC: _____

Completed by: Name: _____ Phone #: _____
(If different than contact person)

Location of Equipment: (must be included)

Building Number: _____

Room Number: _____

Item Description, Qty:

Special Instructions: