DATE: 

TO: 

FROM: Space and Asset Management Office, UCD Finance Department

SUBJECT: UCD Tag for New Capital Equipment Item

Attached is a UCD capital equipment identification tag for a piece of equipment your department recently acquired. Space and Asset Management has added this piece of equipment to the fixed asset inventory system with the following information. Please review this information, make any corrections or additions, sign the bottom of this form and return it to: Space and Asset Management, Campus Box D129.

Tag Number

UCD Department

Building Name

Room Number

Processing Month

Description

Purchase Order Number(s)

Funding Information

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Program/ Project</th>
<th>Funding Amount</th>
</tr>
</thead>
</table>

Manufacturer

Model

Serial Number

Possessor

Did this purchase involve a trade-in?________________________

If yes, describe item traded and UCD ID#________________________________________________

Please attach the ID tag if available.

I have attached the appropriate UCD equipment tag to the above-described piece of equipment.

_______________________________  ______________________________  ________________
Print Name  Signature  Date

Attachment: UCD Equipment Tag
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