

Asset Tag Form

General Accounting assigns an asset tag to all recently purchased capital assets. The asset tag and copy of the invoice are sent to the contact person identified on the invoice or purchase order.

Please affix the tag(s) received to the piece(s) of equipment highlighted on the invoices. If possible, place the inventory tag(s) in a location that is visible (especially on large items), but does not interfere with the use of the equipment. After attaching the tag to the equipment, please fill out this form and email it to General Accounting-inventory (inventory@luc.edu). Keep in mind that we will look for this equipment during the inventory.

Please fill out the following information and return this form:

Tag Number(s)

Description of Asset

Department

Room Number

Building Number

Primary User
(Person Responsible)

Serial Number(s)

Comments

Questions on how to complete this form may be directed to:

General Accounting - Inventory
Loyola University Chicago
820 N. Michigan Ave.
Email: inventory@luc.edu

Note: In the event that any piece of equipment with a Loyola University inventory tag is to be disposed by way of sale, transfer, or scrapping, please refer to the Capital Asset Management Policy available online at <http://www.luc.edu/finance/policies.shtml>

The Equipment Disposal Form can be located at [http://www.luc.edu/media/lucedu/finance/pdfs/Equipment Disposal Form.pdf](http://www.luc.edu/media/lucedu/finance/pdfs/Equipment%20Disposal%20Form.pdf)