CAPITAL ASSET STATUS FORM

Memo To: ____________________________

From: ____________________________

Re: Tagging Capital Equipment

The Asset Management Office has been notified that your department purchased the capital item(s) (unit price of $3000 or more) listed below. University policy mandates that all capital equipment must be recorded in the University's inventory by having Asset Management affix an inventory barcode tag to each piece of capital equipment, recording the physical location and providing a detailed description of each item.

<table>
<thead>
<tr>
<th>Purchase Order Number</th>
<th>Capital Item Quantity</th>
<th>Capital Item Description</th>
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</table>

On __________________ we attempted to tag the above-listed item(s) and were informed that:

- the item has still not yet been delivered
- the item is still in a box
- the item is in a location that is inaccessible
- the item was returned
- other - explain ____________________________________________________________

Please sign and fax this form to the Asset Management Office at 212-995-4248.

__________________________________       __________________________________________
Printed Name                          Email Address
__________________________________       ________________________       __________
Signature                              Title                        Date

Note: It is your responsibility to contact Asset Management at 81040 or via email at asset.management@nyu.edu as soon as this item is available for tagging.

Thank you.