



Asset Management
Administrative Services
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New York, NY 10003-2105
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Fax: (866) 462-1422
Email: asset.management@nyu.edu
Web Address: www.nyu.edu/asset

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.

<i>Purchase Order Number</i>	<i>Capital Item Quantity</i>	<i>Capital Item Description</i>

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.**