

Inventory Quick Reference

FIXED ASSET TAG PROCEDURES

- 1. Inventory Specialist sends tags attached to the Asset Control Sheet to department to affix to the body/front of equipment.**
- 2. Department looks over Asset Control Sheet then makes any corrections or additions to the Asset description, serial number, model number, building location and room number.**
- 3. Department head signs and dates each of the two Asset Control Sheets.**
- 4. Send original signed copy back to the Inventory Specialist.**