



Property Management Tag Request Form



The **Property Management Tag Request Form** is to be used in conjunction with purchases that requires an N-Tag, A-Tag or D-Tag.

The following object codes should be used for reconciliation (For all Non-Capital items):

5720/5721 Non-Cap. Inv. Equipment; **5725** Non-Cap. Inv. Vehicle; **5750/5751** Materials Fabrication

Capital Object Codes should be used for capital items

Departmental Information

Department Name: _____ Department Number: _____

Responsible Person: _____

Street Address: _____

Bldg Name & Room Number / Floor: _____

Asset Information

Asset Description: _____

Vendor: _____

Incorporate Into Existing Tag Number: _____

Manufacturer: _____

Quantity: _____

Model Number: _____

Dollar Amount: _____

Serial Number: _____

FRS Account Number: _____

Object Code: _____

Authorized Signature: _____ Date _____

Attach the completed form & a copy of the invoice into the **UAccess Notes Section** of the transaction.

Email the completed form & a copy of the invoice to **SO-FACILITIES@LIST.ARIZONA.EDU**.

For Official Use Only:

FSO PM Contact Email: propertymanagement@fso.arizona.edu

Tag Number: _____ Approved by: _____ Date: _____