

UNIVERSITY SYSTEM OF NEW HAMPSHIRE
FINANCIAL AND ADMINISTRATIVE PROCEDURES

OFF CAMPUS LOCATION FORM (OCL) – USNH 11-023F

Physical Inventory and Property Tagging

Attach the UNH property tag to the item designated on the form and fill in the tag number where appropriated. Also, fill in any information that is highlighted on the form or add any information that you think may be pertinent in the tracking and identification for that piece of equipment. Then please sign it, date it, and return it to the address given.

Description of Equipment to be completed by departments:

Manufacturer: _____

Model #: _____ Serial #: _____

Description: _____

Location (address): _____

Responsible Person/Custodian: _____ Last 4 digits of ID: _____

Department: _____ Banner Org: _____

USNH Barcode #: _____

Property Control will complete the following:

Banner P-tag (formerly FATX #): _____

Date: _____ Invoice #: _____

Invoice Date: _____ Cost (approximate if partial Payment): _____

I have attached to this equipment the barcode tag supplied to me by Property Control.

Signature: _____ **Date:** _____

I have in my possession, at an off-campus location, the equipment described below. This equipment was acquired with government and/or the University System of New Hampshire funds and title is with the agency or the University. I promise to return this equipment when I leave the University System of New Hampshire, or when I no longer need it for professional purposes.

Return to: USNH Financial Services
Property Control
Elizabeth Demeritt House