



New Mexico State University  
Central Property

# Tagging Worksheet

ROUTING

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<b>PO#:</b>	( AGGIE MART <input type="checkbox"/> BANNER <input type="checkbox"/> )	<b>ORDERING DEPARTMENT:</b>
<b>VENDOR:</b>		<b>DELIVER TO BLDG.:</b>
		<b>ROOM :</b>
<b>TODAY'S DATE:</b>		<b>CONTACT PERSON (Initiator of Req.):</b>
		<b>PHONE (Contact person) :</b>

<u>ITEM #</u> (PO line item)	<u>MANUFACTURER</u> (from PO)	<u>DESCRIPTION</u> (From PO – description of item)	<u>MODEL #</u>	<u>SERIAL #</u> (Entered by department)	<u>INVENTORY TAG</u> (Entered by central property)	<u>BUILDING &amp; ROOM # OF LOCATION OF ITEMS</u> (Entered by department for inventory record)

**REQUIRED FOR INVENTORY AND AUDIT \***

<b>*CUSTODIAN NAME:</b>		<b>*EQUIPMENT MANAGER NAME:</b>		<b>*ORG NUMEBR:</b> (dept. responsible for inventory)	
<b>*CUSTODIAN BANNER ID:</b>		<b>*EQUIPMENT MANAGER BANNER ID:</b>		<b>*INDEX &amp; ACCOUNT CODE</b> (for PCard purchase only):	

NOTES/COMMENTS: \_\_\_\_\_

ORDER ACCEPTED BY: \_\_\_\_\_  
 PRINT NAME  
 \_\_\_\_\_  
 SIGNATURE

DATE: \_\_\_\_\_

<b><u>CENTRAL PROPERTY</u></b>
DELIVERED BY: _____
TAGGED BY: _____

FS WORKORDER # \_\_\_\_\_