



VCU

Controller's Office, Fixed Assets Department Fixed Asset Distance Tagging

Due to social distancing, please use this form to complete the asset tagging procedure. If you have questions, please e-mail us at fixedassets@vcu.edu.

Asset(s) Tagged With: *(Check applicable boxes)*

<input type="checkbox"/> White Barcode Tag <input type="checkbox"/> Yellow Trust Funded Tag <input type="checkbox"/> Red Grant Tag	<input type="checkbox"/> Asset cannot be tagged physically (Please still provide information for asset below)
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Purchase Order: _____ FA Custodian or Department: _____

Fixed Asset Details: Tag

Name of item: _____ Asset Cost: _____

Model #: _____ Manufacturer: _____

Serial #: _____ Location: _____
Building Floor Room

Fixed Asset Details: Tag

Name of item: _____ Asset Cost: _____

Model #: _____ Manufacturer: _____

Serial #: _____ Location: _____
Building Floor Room

Fixed Asset Details: Tag

Name of item: _____ Asset Cost: _____

Model #: _____ Manufacturer: _____

Serial #: _____ Location: _____
Building Floor Room

Please complete all detail fields for each asset.
Send documents to Fixed Assets: Box 843035, fixedassets@vcu.edu