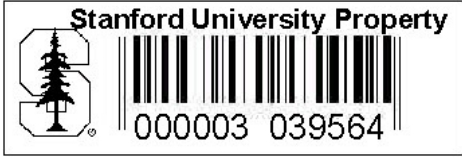


Order form – University Property tags

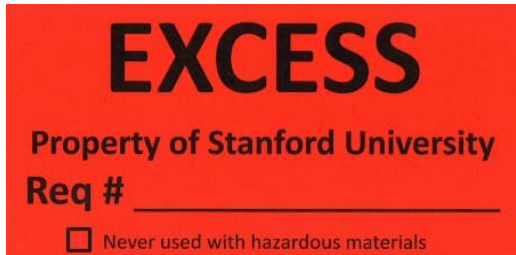
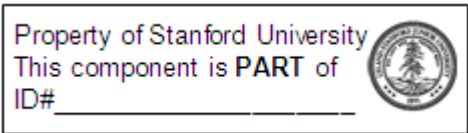

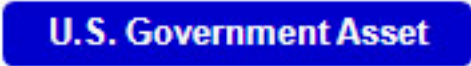
Please submit your completed form to PMO

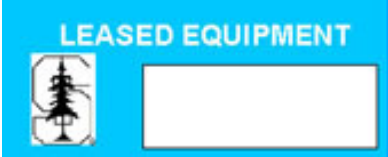



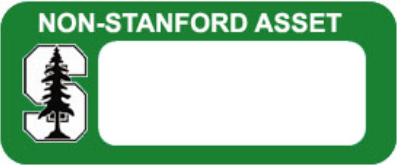

- Your order can be for ten to one hundred of each label, bar code and overlay.
- Additional tags can be sent if approved by your PSR.
- Please include the complete physical address, building, room/office number, mail code and phone number for delivery.

Date requested:	
DPA Name:	
Department Name:	
Deliver to: Building, room number, mail code	
Phone number:	

SUID - Stanford University Identification Tag 	Required use on: <ul style="list-style-type: none"> • All capital equipment. • Completed fabrications over \$5,000. • All government-owned equipment. • Optional use: Other Stanford- owned items the department elects to track 	Quantity requested: <p style="text-align: center; font-weight: normal;">25 tags per sheet</p>

For Barcode Re-issues: Enter SUID to be reissued in the space below, and separate each SUID number with a comma.

Non Capital Excess Request Label 	Required use on: <ul style="list-style-type: none"> • Non Bar-Coded Excess Property for pick-up. 	Quantity requested/ each:
Asset Component Label 	Required use on: <ul style="list-style-type: none"> • Removable components of capital equipment. 	Quantity requested / each
Networking Equipment Label  <p style="font-size: small; background-color: #e0e0e0; padding: 2px;">Actual size 1 5/8" x 1/4"- image magnified</p>	Required use on: <ul style="list-style-type: none"> • Networking equipment - tags *only* available from your PSR for specific equipment. 	Quantity requested <p style="text-align: center; font-weight: normal;">50 tags per sheet</p>
U.S. Government Asset  <p style="font-size: small; background-color: #e0e0e0; padding: 2px;">Actual size 1 5/8" x 1/4"- image magnified</p>	Required use on: <ul style="list-style-type: none"> • All equipment where title (ownership) vests with the United States government. All such equipment must also be barcode tagged and recorded in the property system. 	Quantity requested / each

<p>Leased Asset Overlay</p> 	<p>Required use:</p> <ul style="list-style-type: none"> Use in conjunction with SUID barcode tag to identify items leased to Stanford. Please refer to the Lease section of the Property manual when using this overlay. 	<p>Quantity requested:</p> <p>24 tags per sheet</p>
<p>Non-Capital Asset Overlay Required use on:</p> <ul style="list-style-type: none"> Non-capital items being tracked in SFA . (use in conjunction with SUID barcode tag) 	<p>Recommended use:</p> <ul style="list-style-type: none"> Use without barcode tag to mark non-capital items which may appear to be capital – if using without SUID barcode tag, write the Purchase Requisition No. on the clear window in indelible ink May overlay barcode for non-capital item tracked by department 	<p>Quantity requested:</p> <p>24 tags per sheet</p>
<p>Identity Tag, red</p> 	<p>Optional: Used for equipment easily pilfered, and are not otherwise tagged. Departments can label & identify equipment (cell phones, non-capital laptops, PDA's) owned by Stanford.</p>	<p>Large label Quantity requested / each</p>
	<p>Available in 2 sizes:</p> <ul style="list-style-type: none"> Large: 1 ½” in diameter Small: 1 ” in diameter 	<p>Small label Quantity requested / each</p>
<p>Identity Tag, black</p> 	<p>Optional: Used for equipment easily pilfered, and are not otherwise tagged. Departments can label & identify equipment (cell phones, non-capital laptops, PDA's, etc.) owned by Stanford.</p>	<p>Large label Quantity requested / each</p>
	<p>Available in 2 sizes:</p> <ul style="list-style-type: none"> Large: 1 ½” in diameter Small: 1 ” in diameter 	<p>Small label Quantity requested / each</p>
<p>Non-Stanford Asset Overlay</p> 	<p>Required use on:</p> <ul style="list-style-type: none"> Equipment loaned “not leased” to Stanford University. Other sponsor-owned or employee-owned property being used on campus for Stanford business 	<p>Quantity requested:</p> <p>24 tags per sheet</p>
<p>Donated Asset Overlay</p> 	<p>Required use on:</p> <ul style="list-style-type: none"> All donated equipment. 	<p>Quantity requested:</p> <p>24 tags per sheet</p>