**Equipment Tagging Template**

**\*Please place tag where it can be visually located on the asset and include a picture with the tag number visible when returning this document.**

Name of Asset:

Tag Number:

Serial Number:

Purchase Date:

PO #:

$ Amount of Equipment: $

Located in Building:

Located in Room Number:

Responsible Person:

Responsible Department:

**Please scan and/or email information back to: finance.equipmentinventory@ohio.edu**