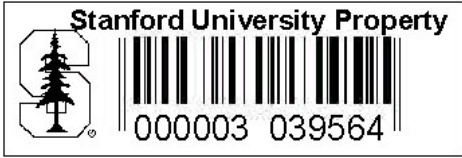
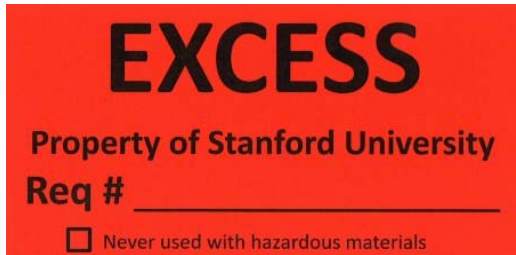
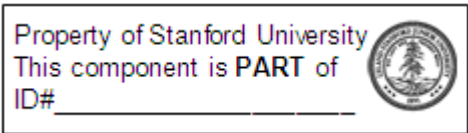

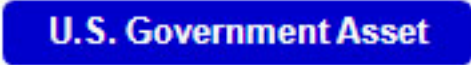
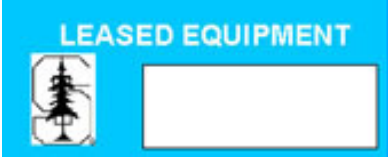



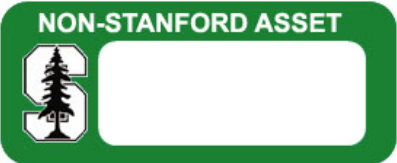



# Order form – University Property tags

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.

<b>Date requested:</b>		
<b>DPA Name:</b>		
<b>Department Name:</b>		
<b>Deliver to:</b> <b>Building, room number, mail code</b>		
<b>Phone number:</b>		
<b>SUID - Stanford University Identification Tag</b>  	Required use on: <ul style="list-style-type: none"> <li>• All capital equipment.</li> <li>• Completed fabrications over \$5,000.</li> <li>• All government-owned equipment.</li> <li>• <b>Optional use:</b> Other Stanford- owned items the department elects to track</li> </ul>	<b>Quantity requested:</b>  <p style="text-align: center;">25 tags per sheet</p>
<b>For Barcode Re-issues:</b> Enter SUID to be reissued in the space below, and separate each SUID number with a comma.		
<b>Non Capital Excess Request Label</b>  	Required use on: <ul style="list-style-type: none"> <li>• Non Bar-Coded Excess Property for pick-up.</li> </ul>	<b>Quantity requested/ each:</b>
<b>Asset Component Label</b>  	Required use on: <ul style="list-style-type: none"> <li>• Removable components of capital equipment.</li> </ul>	<b>Quantity requested / each</b>
<b>Networking Equipment Label</b>   <p style="font-size: small; background-color: #d3d3d3; padding: 2px;">Actual size 1 5/8" x 1/4"- image magnified</p>	Required use on: <ul style="list-style-type: none"> <li>• Networking equipment - tags *only* available from your PSR for specific equipment.</li> </ul>	<b>Quantity requested</b>  <p style="text-align: center;">50 tags per sheet</p>
<b>U.S. Government Asset</b>   <p style="font-size: small; background-color: #d3d3d3; padding: 2px;">Actual size 1 5/8" x 1/4"- image magnified</p>	Required use on: <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<b>Quantity requested / each</b>

<p><b>Leased Asset Overlay</b></p> 	<p>Required use:</p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<p><b>Quantity requested:</b></p> <p>24 tags per sheet</p>
<p><b>Non-Capital Asset Overlay</b> Required use on:</p> <ul style="list-style-type: none"> <li>Non-capital items being tracked in SFA . (use in conjunction with SUID barcode tag)</li> </ul> 	<p>Recommended use:</p> <ul style="list-style-type: none"> <li>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</li> <li>May overlay barcode for non-capital item tracked by department</li> </ul>	<p><b>Quantity requested:</b></p> <p>24 tags per sheet</p>
<p><b>Identity Tag, red</b></p> 	<p>Optional: Used for equipment easily pilfered, and are not otherwise tagged. Departments can label &amp; identify equipment (cell phones, non-capital laptops, PDA's) owned by Stanford.</p>	<p><b>Large label</b> <b>Quantity requested / each</b></p>
	<p><b>Available in 2 sizes:</b></p> <ul style="list-style-type: none"> <li>Large: 1 ½” in diameter</li> <li>Small: 1 ” in diameter</li> </ul>	<p><b>Small label</b> <b>Quantity requested / each</b></p>
<p><b>Identity Tag, black</b></p> 	<p>Optional: Used for equipment easily pilfered, and are not otherwise tagged. Departments can label &amp; identify equipment (cell phones, non-capital laptops, PDA's, etc.) owned by Stanford.</p>	<p><b>Large label</b> <b>Quantity requested / each</b></p>
	<p><b>Available in 2 sizes:</b></p> <ul style="list-style-type: none"> <li>Large: 1 ½” in diameter</li> <li>Small: 1 ” in diameter</li> </ul>	<p><b>Small label</b> <b>Quantity requested / each</b></p>
<p><b>Non-Stanford Asset Overlay</b></p> 	<p>Required use on:</p> <ul style="list-style-type: none"> <li>Equipment loaned “not leased” to Stanford University.</li> <li>Other sponsor-owned or employee-owned property being used on campus for Stanford business</li> </ul>	<p><b>Quantity requested:</b></p> <p>24 tags per sheet</p>
<p><b>Donated Asset Overlay</b></p> 	<p>Required use on:</p> <ul style="list-style-type: none"> <li>All donated equipment.</li> </ul>	<p><b>Quantity requested:</b></p> <p>24 tags per sheet</p>