

Harvard University Equipment Tagging Form

This form initiates identification of capital equipment, which is defined as having a unit cost of at least \$5,000 and a useful life of at least two years. Capital equipment costs include the cost of the item, less any applicable discounts, plus any delivery charges and installation costs. Unit costs also include any modifications, attachments or accessories that are necessary to make the item usable for its acquired purpose.

Departments may complete and retain locally and/or forward to their school's Equipment Mgmt. Office

1. Equipment descriptive information:
 - a. General description
 - b. Manufacturer name
 - c. Model no.
 - d. Serial no.
 - e. Useful life in years

2. GL transaction codes if being purchased:

Tub	Org	Obj Code	Fund	Activity	Subactivity	Root	Cost
							\$
							\$
							\$
							\$
							\$

3. Award no. and sponsor name if applicable:
4. Title held by:
5. Special terms and conditions, describe if any:
6. Equipment location and user information
 - a. Building and room location (address if off campus):
 - b. User name, telephone no. & e-mail address
7. Equipement tag requested by:

name and e-mail address

date