Harvard University

Untaggable Asset Item Form

Revision Date: 07/01/2018

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If items cannot be physically tagged (e.g., too small, temperature-sensitive), or where the tag would interfere with use or operation, schools and units must complete and upload this form into Oracle Assets. Contact far\_fixed\_assets@harvard.edu with questions regarding this form.

# Tub/Org: Department:

**Asset Details**

Oracle Asset #: Asset Tag #1: Serial No.2:

Location of Equipment:

Asset Name/Description (e.g., ZCorp Z510 3D Printer):

Reason Asset Not "Taggable”:

Affix Asset Tag: Schools and units may wish to attach a photo of the equipment as additional evidence in lieu of a tag number.

Completed by (Print Name): Job Title:

Signature: Date:

**Please return this form to the School or Unit’s Inventory Manager or Finance Office**

**The final recipient of this form should upload it into Oracle Assets**

Contact far\_fixed\_assets@harvard.edu with questions

1Schools/units may use the Oracle Asset # as the unique identifiable number where equipment is untaggable

2Serial number may not always be available, but should be included if known.