



Harvard University Untaggable Asset Item Form

Revision Date: 07/01/2018

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.