

UNIVERSITY SYSTEM OF NEW HAMPSHIRE
FINANCIAL AND ADMINISTRATIVE PROCEDURES

OFF CAMPUS LOCATION FORM (OCL) – USNH 11-023F

Physical Inventory and Property Tagging

Please attach the USNH property tag to a visible area on the item designated on this form. Additionally, please complete the form below and add any additional information that is pertinent to the tracking and identification for this item. Lastly, please sign, date and return this form to the applicable address or email below.

Description of Equipment to be completed by departments:

Manufacturer: _____

Model #: _____ Serial #: _____

Description: _____

Location (address): _____

Responsible Person/Custodian: _____ Last 4 digits of ID: _____

Department: _____ Banner Org: _____

USNH Barcode #: _____

USNH Property Control will complete the following:

Banner P-tag (formerly FATX #): _____

Date: _____ Invoice #: _____

Invoice Date: _____ Cost (approximate if partial payment): _____

I have attached to this equipment the barcode tag supplied to me by USNH Property Control

I have in my possession, at an off-campus location, the equipment described below. This equipment was acquired with government and/or the University System of New Hampshire funds and title is with the agency or the University. I agree to return this equipment when I leave the University System of New Hampshire, or when I no longer need it for professional purposes.

Signature: _____ **Date:** _____

Return to

USNH Property Control

Email to: foc.accounting@usnh.edu