

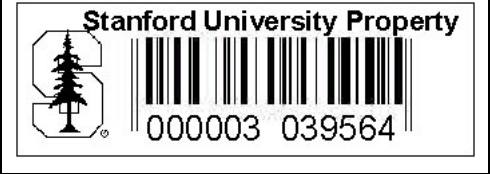
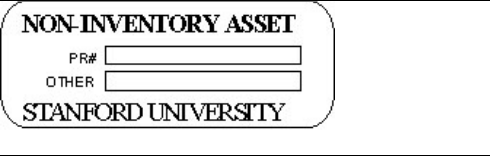



Order form – University Property tags




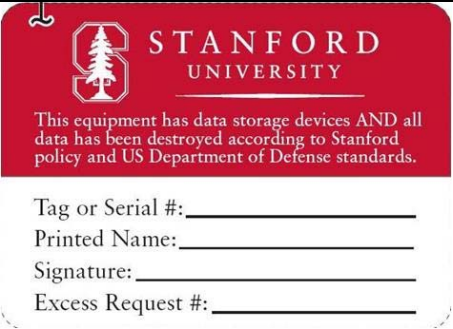
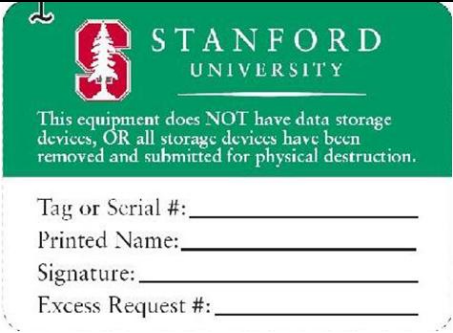
Please submit your completed form to PMO

Your order can be from 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.

Date:		
DPA Name:		
Department Name:		
Please include: Building, room number, mail code		
Phone number:		
<hr/>		
	SUID - Stanford University Identification Tag Required use on: <ul style="list-style-type: none"> All capital equipment Completed fabrications over \$5,000 All government-owned equipment 	Quantity requested: (25 tags per sheet)
	Non-Inventory Asset Required use on: <ul style="list-style-type: none"> Removable components of capital equipment 	Quantity requested:
	Networking Equipment Required use on: <ul style="list-style-type: none"> Networking equipment - tags *only* available from your PSR for specific equipment. 	Quantity requested:
	Donated Asset Overlay Required use on: <ul style="list-style-type: none"> All donated equipment. 	Quantity requested:
	Non-Capital Asset Overlay Required use on: <ul style="list-style-type: none"> 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; this will assist auditors or inventory analysts in verifying that the item is indeed capital. Non-capital items being tracked in SFA (use in conjunction with SUID barcode tag) 	Quantity requested:

	<p>Non-Stanford Asset Overlay Required use on:</p> <ul style="list-style-type: none"> • Equipment loaned “not leased” to Stanford University. • Other sponsor-owned or employee-owned property being used on campus for Stanford business 	<p>Quantity requested:</p>
	<p>Leased Asset Overlay Required use on:</p> <ul style="list-style-type: none"> • Use in conjunction with SUID barcode tag to identify items leased to Stanford. Please refer to the Lease section of the Property manual (go to page 19) when using this overlay. 	<p>Quantity requested:</p>
	<p>Sensitive Property Tag Optional use on: Electronic equipment including PDA’s, monitors, calculators, etc. Anything capital or non-capital that should be disposed of as electronic waste. Check the EH&S web site for additional information.</p>	<p>Quantity requested:</p>
	<p>Data sanitation labels – Red Required use on: All data storage devices that have been wiped with the “data destruction boot CD” (DBAN1.0.7). Drive is still attached and Data has been wiped from drive</p> <ul style="list-style-type: none"> • The drives must be wiped with the “Data Destruction Boot CD” (DBAN1.0.7), additional destruction cd’s are available through your PSR. 	<p>Quantity requested:</p>
	<p>Data sanitation labels - Green Required use on: All data storage devices that have had their <u>Drives removed from the device.</u></p>	<p>Quantity requested:</p>
<ul style="list-style-type: none"> • The Information Security Office (ISO) has mandated that all data storage devices must be wiped/removed <i>PRIOR</i> to being sent to excess 		