

# EQUIPMENT TAGGING REQUEST

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

- Urgent, please tag A.S.A.P.
- Not so urgent, please put in line for tagging.

**Purchase Order Number:** \_\_\_\_\_

Or

**P-Card Transaction ID:** \_\_\_\_\_

One P-card ID number per form. For additional transactions, please complete another form.

**PLEASE SEND A COPY OF THE INVOICE TO PROPERTY CONTROL WITH THIS FORM.**

**Department Contact Information:**

Dept: \_\_\_\_\_ Unit #: \_\_\_\_\_

Contact or P-Card Holder's Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone #: \_\_\_\_\_ MC: \_\_\_\_\_

Completed by: Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(If different than contact person)

**Location of Equipment: (must be included)**

Building Number: \_\_\_\_\_

Room Number: \_\_\_\_\_

**Item Description, Qty:**

**Special Instructions:**