



PROPERTY MANAGEMENT OFFICE

Asset Recording Worksheet

SU ID Tag Number _____ Taggable (Y/N) _____

Manufacturer _____

Model Name (if any) _____ Model Number _____

Description (centrifuge, freezer, etc...) _____

Serial Number _____ Purchase Order # _____

Acq. Cost & Method \$ _____ Date Rec. _____

Year Manufactured _____ Business Unit _____

Asset Owner STANFORD _____ FEDERAL _____ OTHER _____

Department _____ Dept. Org _____

Custodian (Last, First) _____

User Name (Last, First) _____

Location QUAD _____ BLDG _____ FLR _____ ROOM _____

Will the asset be used in a Service Center? (Y/N) _____ Asset Photo (Y/N) _____

Global User Field Information

Additional Location Details

Additional Asset Comments