INVENTORY TAG AFFIDAVIT

(RETURN TO CENTRAL RECEIVING DEPARTMENT)

DEPT: _____ ACCOUNT # _____

PURCHASE DATE _____ PO # _____

ITEM DESCRIPTION	SERIAL #	TAG #	BUILDING	ROOM

As the account sponsor, I hereby accept responsibility for the items listed above and certify that the Inventory Tag Number, as assigned above, has been permanently attached to the appropriate item. The Inventory Tags shall not be removed or altered without appropriate documentation and approval of Business Affairs.

SIGNATURE: _____ DATE: _____