



SCHOOL BOARD OF BREVARD COUNTY
PROPERTY TAG REPLACEMENT FORM
(MULTIPLE TAG REQUESTS)

INSTRUCTIONS

- 1. To request a property tag replacement, fill out Section 1 of this form and e-mail it to Property Control.
2. Property Control will mail this form back to the requesting site's property custodian with the replacement tag attached. At that time please complete the bottom portion of Section 2 and return it to Property Control.

SECTION 1 - PROPERTY TAG REPLACEMENT REQUESTS

REQUESTING SITE: (School/Department NAME) TAG REQUESTED BY (Your Name):
COST CENTER: (School/Department NUMBER)

Please send replacement tags for the assets listed on the attachment. There are (number) assets listed on the attachment.

SECTION 2 - PROPERTY TAG REPLACEMENT CONFIRMATION

The tags are being sent to your site on by. Please affix the tags to the corresponding assets, complete the information requested below and return the form to Property Control no later than. If you are unable to make this deadline please contact me immediately at extension.

I, have received the requested replacement tags and will assure Signature of Property Custodian (Principal/Director or above)

that they are affixed to the correct assets either by myself or by a designee.

ASSETS TAGGED BY: DATE:
Printed name of person affixing tags Date tags were affixed to assets
Signature of person affixing tags

**SCHOOL BOARD OF BREVARD COUNTY
PROPERTY TAG REPLACEMENT FORM
(ATTACHMENT - MULTIPLE TAG REQUESTS)**

REQUESTING SITE: (School/Department **NAME**) _____ COST CENTER: (School/Department **NUMBER**) _____

	Asset Number	Description	Please list the numbers on the physical assets, not the numbers recorded in Asset Management.		Reason for Replacement Tag			
			Serial Number	Model #	Tag no longer attached	Tag no longer legible	Pickup was refused by Warehouse due to missing tag	Other (please explain)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

		Please list the numbers on the physical assets, not the numbers recorded in Asset Management.		Reason for Replacement Tag			
Asset Number	Description			Serial Number	Model #	Tag no longer attached	Tag no longer legible
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							