

**SCHOOL BOARD OF BREVARD COUNTY**  
**PROPERTY TAG REPLACEMENT FORM**  
**(SINGLE TAG REQUEST)**

**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.

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**SECTION 1 – PROPERTY TAG REPLACEMENT REQUEST**

REQUESTING SITE: (School/Department **NAME**) \_\_\_\_\_ TAG REQUESTED BY (Your Name): \_\_\_\_\_

COST CENTER: (School/Department **NUMBER**) \_\_\_\_\_

Please send a replacement tag for asset # (Original tag number) \_\_\_\_\_

The item to receive this tag can be described as: \_\_\_\_\_

The serial number on the asset is \_\_\_\_\_, the model number is \_\_\_\_\_

**PLEASE LIST THE NUMBERS ON THE PHYSICAL ASSET, NOT THE NUMBERS RECORDED IN ASSET MANAGEMENT.**

The reason for requesting a replacement tag is:  The tag is no longer attached  
 The tag is no longer legible  
 Pickup refused by Warehouse due to missing tag  
 Other (please explain) \_\_\_\_\_  
\_\_\_\_\_

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**SECTION 2 – PROPERTY TAG REPLACEMENT CONFIRMATION**

The tag is being sent to your site on \_\_\_\_\_ by \_\_\_\_\_. Please affix the tag to the corresponding asset, 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 tag and will assure  
Signature of Property Custodian (Principal/Director or above)

that it is affixed to the correct asset either by myself or by a designee.

ASSET TAGGED BY: \_\_\_\_\_  
Printed name of person affixing tag

DATE: \_\_\_\_\_  
Date tag was affixed to asset

\_\_\_\_\_  
Signature of person affixing tag