



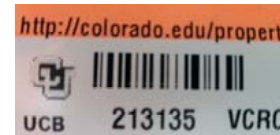
Are you moving equipment into or out of this room?

Tagged Equipment – Look for these tags!

Government Titled



CU Titled



Moving it?

Yes

Tagged?

Does the Item have a CU or Government tag?

No

Yes

Getting rid of it?

Yes

Tagged?

Does the Item have a CU or Government tag?

No

Yes

Let your department property person know of the move to the new location

Contact your department property person and contact property@colorado.edu with the tag# and new location

Go to your department property person or Property Central to get the proper request form

Before taking action, contact your department property person and contact ocgproperty@colorado.edu for instructions.

Department Property Manager: _____

Phone: _____

