**Rush University Medical Center**

**Fixed Asset/Project Accounting Department**

CAPITAL ASSET INFORMATION SHEET

Date: To: Building/Room:

Attached is the identification tag for the capital equipment purchase you received. According to the Capital Policy, the **Green Property of Rush Tag** must be affixed to the top left face of the equipment or in a visible area for audit and inventory purposes.

If the equipment already has a **green** Property of Rush tag affixed to the equipment, please write the tag number in the “**Green Property of Rush Tag Number**” section of this form. If not, please affix the attached label to the equipment.

**Please note: the Trimedx label is not a Rush tag and is not used to track capital purchases. Please make sure the equipment, if tagged by Trimedx, also has the “Green Property of Rush Tag Number” label affixed to the equipment. If not, please contact Trimedx Bio-Engineer for your area so the Rush tag is placed on the equipment as well.**

Please review the manufacturer, model, serial number, building, and room number for accuracy below. Please add missing information and update this form accordingly.

|  |  |
| --- | --- |
| **PO Number** |  |
| **Asset Description** |  |
| **Link Asset ID**  **(For Fixed Asset Use Only)** |  |
| **Green Property of Rush Tag**  **Number** |  |
| **In Use Date** |  |
| **Manufacturer / Model** |  |
| **Serial Number** |  |
| **Building** |  |
| **Room** |  |

**Please email this form back to Vince after the tag is affixed to the equipment**

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