

**Harvard University  
Chemistry and Chemical Biology  
Equipment Tagging Request**

**New Equipment**

Object codes: 6803, 6804,  
6813, 6814, 6815, 6816

*(Please return this form to John Randazzo and enter the  
Equipment Tag# in the HCOM Asset Tag number field.)*

**\*Fabrication**

Object codes: 6811 or 6812

*(Please return to CCB Finance Office and enter the Equipment  
Tag# in the HCOM Asset Tag number field.)*

**Add-on**

Object codes: 6803, 6804,  
6813, 6814, 6815, 6816

*(Please return to CCB Finance Office and enter the Equipment  
Tag# in the HCOM Asset Tag number field.)*

**This form is required for all equipment purchases within object codes 6800-6816.**

**HCOM Creation Date:**

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**Tag Number:**

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**Date Received:**

**Principal Investigator:**

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**HCOM PO#/Payment Type**

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*(Please list any new purchase orders associated with this equipment)*

**33 digit account coding:**

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*(Add as many lines as needed for split code transactions)*

**Vendor Name:**

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**Equipment Description:**

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**Primary User:**

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**Equipment**

**Location:** Building:

Room Number:

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**Model Number:**

**Serial Number:**

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**Model Number:**

**Serial Number:**

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*(Please use additional paper if needed for more than two model and serial numbers)*

**Comments/Special Instructions:**

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\*If you have any questions, regarding fabrication please go to this link:

[http://www.fas.harvard.edu/~research/training/documents/Equipster\\_FAQs.pdf](http://www.fas.harvard.edu/~research/training/documents/Equipster_FAQs.pdf)

If you have any questions, please contact John Randazzo (617-496-9260) in CCB Mailroom.

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