

UTSA Financial Affairs

BARCODE REPLACEMENT REQUEST FORM

This form is to be used to request a replacement barcode label when a barcode is missing or not legible.

Instructions:

1. Complete, sign, scan and email inventory.department@utsa.edu use SUBJ: Barcode Replacement Request and DeptID.
2. Inventory staff will send a barcode label replacement through campus mail to the department.
3. Once received, send an image of the new barcode affixed to the asset. Retain a signed copy of this form for your records.

DEPARTMENT DETAILS			
Department Name:		DeptID:	
Inventory Contact Person (ICP): Name:		Phone:	Signature:
ASSET PROPERTY DETAILS			
LIST ONLY "CONTROLLED PROPERTY (\$500 – \$9,999.99) AND/OR CAPITAL PROPERTY (OVER \$10,000)			
BARCODE NUMBER	DESCRIPTION	SERIAL NUMBER	USER/CUSTODIAN
JUSTIFICATION			
AUTHORIZED DEPARTEMENTAL OFFICIAL			
Department Manager Name:		Title:	
Signature:		Date:	
INVENTORY DEPARTMENT PROCESSING ACTIONS			
Processed By:		Signature:	Date: