

**Instructions:**

- Use this form to request a tag exemption for specific types of equipment that may be unable to be tagged.
- This form does not guarantee that the asset will be exempt from the tagging process.
- Submit completed forms for review to [mei.admin@yale.edu](mailto:mei.admin@yale.edu). Please include a picture of the asset with the submission email.

Request Details	
Date of Request:	
Asset Location (building and room):	
Asset ID (BA-XXXXXXX):	
Asset Description:	
Serial Number:	
Model Number:	
Requestor Name:	
Cost Center Name:	
Reason for Tag Exemption Request:	

Requestor Signature			
Requestor Signature:		Date:	

**This section is to be completed <u>only</u> by a member of the Capital Asset Accounting team**			
Reviewer Name:		Date Reviewed:	
Request Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reason (if not approved):	Static Tag Number:

**Please note:** If an exemption is granted/approved, the non-RFID asset tag will still need to be presented at the time of inventory review, or as requested by the Capital Asset Accounting team.