

ASSET TAGGING GUIDELINE

Core Business Area	Finance
Operational Area	Procurement

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Tagging of a SARS Asset

Step 1:

Remove white protective backing from barcode



Step 2:

Apply pure acetone to the back of the barcode to activate the orange glue



Step 3:

Affix barcode to SARS Asset and press firmly for a few seconds.

Note:

Placement of barcodes on next page

Placement of Asset Tag:

Monitor:



CPU:

Note: Don't place barcode on plastic and/or removable part of CPU



Laptop – solid part of laptop base:

