Addition to Equipment Inventory

The following equipment is University owned and should be added to the equipment inventory.

Supporting documentation **must be** attached to verify the purchase price (or appraised value if the purchase price is not known), the acquisition date, the location of the asset, and method of acquisition (e.g. donation, fabrication, transfer from another University, credit card, etc.).

**Action:** (Check applicable box)

<table>
<thead>
<tr>
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<th>Index Number (required)</th>
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</thead>
<tbody>
<tr>
<td>☐</td>
<td>Donation (gift)</td>
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<tr>
<td>☐</td>
<td>Fabricated</td>
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</tbody>
</table>

**Equipment Description:**

Name of item: ____________________________

Model No: ____________________________ Actual Acquisition Cost: ____________________________

Serial No: ____________________________ Date Received: ____________________________

Manufacturer: ____________________________ Contact Person: ____________________________

**Current Location:**

Department: ____________________________

Building: ____________________________ Floor: __________ Room: __________

If A Donation:

Name of the person or organization donating the equipment:

Name ____________________________ Phone ____________________________

Address ____________________________

**Submitted By:**

Print Name/Signature/Title ____________________________ Date ____________________________

Please complete the appropriate fields.

Send documents to Fixed Assets: F:828-1404, Box 843035, fixedassets@vcu.edu

Keep a copy for your files.

**For Property Management Use:**

Action: ____________________________ P-Tag #: ____________________________ O-Tag: ____________________________ Date: ____________________________