

Capital Equipment Assets Donated to University Report

Scan & Email this form to:

controller@umn.edu
612-624-1617

U Wide Form:
UM 1561

Rev: 02/2021

Complete this form when an individual or organization is donating a capital equipment asset to your department or college. *Capital Equipment is described as any movable, nonexpendable personal property equipment item, not permanently affixed to a building, with a life expectancy of more than one year and an acquisition cost of \$5,000 or more per unit.

ACCOUNTING SERVICES

Description of Item(s) & Acquisition Date

Serial Numbers(s)

Donor's Claimed Values(s)

\$ _____

\$ _____

\$ _____

Date Equipment Received by Department

Name of Person or Organization Donating Equipment

Address

Department Name

Fund/Dept ID/Program

Contact Person/Phone #

Location (Bldg/Rm#)

Completed by/Phone#

Please attach copies of all correspondence concerning this donation. For questions or information please call Accounting Services 612-624-1617 or email controller@umn.edu.