

Capital Equipment Assets Donated to University Report

Scan & Email this form to:

controller@umn.edu
612-624-1617

U Wide Form:
UM 1561

Rev: 10/27/2017

Complete this form when an individual or organization is donating a capital equipment asset to your department or college. *Capital Equipment is described as items with a value of \$5,000.00 or more.

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.