

Capital Equipment Assets Donated to University Report

Route this form to:
Inventory Services
Room 4, WBOB
West Bank Campus Mail
Fax: 612-626-8220

U Wide Form:
UM 1561
Rev: 11/09/16

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.

INVENTORY SERVICES (612) 626-8222

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 Inventory Services 626-8222. Fax 626-8220.