

Capital Equipment Assets Transferred from Another Institution Report

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

U Wide Form:
 UM 1675

Rev: 07/01/08

List items received from another institution. Attach any documentation provided by the Principal Investigator or originating institution. For questions or information please call Inventory Services at 612-626-8217.

INVENTORY SERVICES (612) 626-8222

DESCRIPTION OF ITEM	MANUFACTURER	MODEL #	SERIAL #	YEAR/MFD.	VALUE (IF AVAILABLE)

Fund/Dept ID/Program or Project Who Will be Using the Equipment: _____

Name of Contact Person (New Custodian): _____ Employee. ID: _____

New Location of Equipment (Bldg/Room): _____

Institution of Origin for this Equipment: _____

Prepared by: _____ Phone: _____