

# Capital Equipment Asset Receipt Form

<b>Route this form to:</b> Cluster Procurement Specialist and Voucher Preparer	<b>U Wide Form:</b> UM 1681
	Rev: 05/01/13
	(Empty space)

Complete this form during the physical receiving process to capture data about capital equipment assets and notify the procurement specialist of the physical receipt of assets. Receivers can only record in EFS the receipts of non-asset orders. Procurement specialists must record in EFS the receipts of asset orders or mixed asset/non-asset orders.

**Receiver** – Complete the first two sections below and route this form to your cluster procurement specialist. It is recommended that a copy of the packing slip be routed with this form.

	PO ID	Line	Line Description	Serial Number	Asset Custodian	Asset Location (Bldg/Room)	Manufacturer (Not the Supplier)	Model
EX	0000123456	2	MICROTOME, CRYOSTAT	012345678	DOE, JOHN	MOOST 1-314	LEICA MICROSYSYSTEMS	CM1950
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

Receiver Name:	DeptID:	Date:	Internet ID:	Telephone:	Fax:
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**Procurement Specialist** – Record the receipt in EFS of the items above and route this form to the voucher preparer to have a scanned copy placed in the imaging system with the invoice. It is recommended that a scanned copy of the packing slip be placed in the imaging system with the invoice and this form.

Procurement Specialist Name:	DeptID:	Date:	Internet ID:	Telephone:	Fax:
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