

Inventory Data Needed Form  
**Return to PROPERTY CONTROL ASAP Upon receipt of merchandise**  
You are to receive new equipment related to the purchase order below

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**All data is essential and must be filled in.**

If you believe any data is incorrect  
Contact Property Control.

**Please tag items on the front so they may be easily seen**

Computer systems are to be tagged on the CPU and the corresponding  
Manufacturer's Serial number from the CPU must be recorded below.

Under no circumstances should University Owned or Research Foundation equipment be removed from Campus until a completed Off-Campus Equipment Form is completed and is filed with the Office of Property Control

**PO:** \_\_\_\_\_

**Vendor:** \_\_\_\_\_

<b>1. Asset #</b>	<b>Item</b>	<b>Manufacturer</b>
_____	_____	_____
<b>Model#</b>	<b>Serial #</b>	<b>Date Received</b>
_____	_____	_____
<b>Building</b>	<b>Room #</b>	<b>Primary User</b>
_____	_____	_____

<b>2. Asset #</b>	<b>Item</b>	<b>Manufacturer</b>
_____	_____	_____
<b>Model#</b>	<b>Serial #</b>	<b>Date Received</b>
_____	_____	_____
<b>Building</b>	<b>Room #</b>	<b>Primary User</b>
_____	_____	_____

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<b>3. Asset #</b>	<b>Item</b>	<b>Manufacturer</b>
_____	_____	_____
<b>Model#</b>	<b>Serial #</b>	<b>Date Received</b>
_____	_____	_____
<b>Building</b>	<b>Room #</b>	<b>Primary User</b>
_____	_____	_____
<b>4. Asset #</b>	<b>Item</b>	<b>Manufacturer</b>
_____	_____	_____
<b>Model#</b>	<b>Serial #</b>	<b>Date Received</b>
_____	_____	_____
<b>Building</b>	<b>Room #</b>	<b>Primary User</b>
_____	_____	_____
<b>5. Asset #</b>	<b>Item</b>	<b>Manufacturer</b>
_____	_____	_____
<b>Model#</b>	<b>Serial #</b>	<b>Date Received</b>
_____	_____	_____
<b>Building</b>	<b>Room #</b>	<b>Primary User</b>
_____	_____	_____
<b>6. Asset #</b>	<b>Item</b>	<b>Manufacturer</b>
_____	_____	_____
<b>Model#</b>	<b>Serial #</b>	<b>Date Received</b>
_____	_____	_____
<b>Building</b>	<b>Room #</b>	<b>Primary User</b>
_____	_____	_____

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<b>Asset #</b>	<b>Item</b>	<b>Manufacturer</b>
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_____	_____	_____
<b>Model#</b>	<b>Serial #</b>	<b>Date Received</b>

_____	_____	_____
<b>Building</b>	<b>Room #</b>	<b>Primary User</b>

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<b>Asset #</b>	<b>Item</b>	<b>Manufacturer</b>
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_____	_____	_____
<b>Model#</b>	<b>Serial #</b>	<b>Date Received</b>

_____	_____	_____
<b>Building</b>	<b>Room #</b>	<b>Primary User</b>

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<b>Asset #</b>	<b>Item</b>	<b>Manufacturer</b>
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_____	_____	_____
<b>Model#</b>	<b>Serial #</b>	<b>Date Received</b>

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