

New Equipment Information

Please complete this form on each piece of new equipment you receive. After the property sticker is put on said equipment, **sign, date, and send this form back to Shannon** in General Services. This equipment cannot be entered into the system until this form is received by General Services.

Signature Date

DIVISION _____ PRIMARY USER: _____

ITEM _____

MODEL NO _____

SERIAL NO _____

MANUFACTURER _____

DATE RECEIVED _____

PO NUMBER _____

COST _____

INVENTORY/ BARCODE NO _____ Blue Green