

New Equipment Information

Please complete the 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 Carrie** in General Services. This equipment cannot be entered into the system until this form is received by General Services.

Signature _____ **Date** _____

Dept./Division _____

Person Responsible _____

Building _____ Room # _____

Item _____

Model # _____ County _____

Serial Number/ VIN _____

Manufacturer _____

Date Received _____ Cost _____

PO Number _____

Blue Barcode - _____