

NOTIFICATION OF ACQUISITION OF EQUIPMENT

(USE THIS FORM TO NOTIFY EQUIPMENT MANAGEMENT THAT YOUR DEPARTMENT HAS ACQUIRED AN ITEM OF INVENTORIAL EQUIPMENT THROUGH PERMANENT OR TEMPORARY TRANSFER FROM ANOTHER UC CAMPUS OR FROM AN OUTSIDE AGENCY)

Department Contact information (DEC/DEA):

Name: Department: Mail Code:
Phone: Fax: E-mail:

Inventorial Equipment Detail: (if there is more than one asset, please attach another sheet)

UCID # (If from another UC): Description:
Custody Code: Accounting Cost: Manufacturer:
Model Number: Serial Number: PI/Custodian:
Building: Room:

Transfer Acquisition or Loan From:

If the Asset is being borrowed please specify the Start and End Dates: Start Date: End Date:
Borrow Code: UC Campus or Other Agency:
Custody Code: (if another UC campus) Department:
Address:
Contact Name: Contact Phone: Email:
Notes:

Department Equipment Custodian (DEC)

Signed By

Date:

Campus Asset Management Admin. (CAMS-A)

Signed By