

UNIVERSITY OF ARIZONA  
PROPERTY MANAGEMENT  
EQUIPMENT RECEIPT FORM

Upon receipt of loaned, donated, transfer-in or sponsor provided inventorial equipment, please provide the following information to FSO Property Management and/or SPS Property Management.

Asset Description	
Vendor	
Manufacturer	
Model Number	
Serial Number	
Government Tag Number	
Quantity	
Unit Value/Cost	
In-Service Date	
Bldg #/Rm #	
Project Account Using Equipment	
Asset Representative	
Asset Custodian	
Inventory Unit # (if other than 00)	
Person Completing Form	
Information Below To Be Provided by SPS:	
Asset Purchase Account	
Asset Agency Title Code	

Comments:

**Please attach a copy of the loan agreement, donation documentation, and receiving/shipping documents, and send to FSO– Property Management and/or SPS– Property Management.**

If you have questions regarding the completion of this form, please contact:  
 FSO– Property Management at (520) 621-3200 or [PropertyManagement@fso.arizona.edu](mailto:PropertyManagement@fso.arizona.edu)  
 SPS– Property Management at (520) 626-6000 or [sponsor@email.arizona.edu](mailto:sponsor@email.arizona.edu)

## Equipment Receipt Form Instructions

The Equipment Receipt Form should be used when equipment that is required to be added to the University inventory is received by the department. Examples include equipment received on a loan agreement, capital equipment donated to the University, capital equipment transferred to University or sponsor provided equipment for which the sponsor retains title, etc.

The information below provides guidance to the data fields included on the form:

**Asset Description:** The description should match the description provided by the owner, donor, or sponsor on the agreement or receiving documents.

**Vendor:** Self explanatory

**Manufacturer:** Self explanatory

**Model Number:** Self explanatory

**Serial Number:** Self explanatory

**Government Tag Number:** If the sponsoring agency has issued an agency tag number please provide it. If no number has been provided, leave blank.

**Quantity:** The quantity is the number of assets that function as single complete units (not components). If multiple assets are received, multiple Equipment Receipt Forms may be required.

**Unit Value/Cost:** The unit value or cost should be provided by the owner, sponsor, or donor on the agreement or receiving documents. If no value is provided, the department should contact the organization or person providing the equipment for an estimate. If this information cannot be obtained, the value should be estimated by the custodial department with a notation indicating method of evaluation.

**In-Service Date:** The date the equipment is available to the department for use.

**Bldg #/Rm #:** The on-campus location of the equipment. If the equipment will be used off campus, attach a [Certification Statement For Off-Campus Location Use of Equipment](#).

**Project Account Using Equipment:** If the equipment is provided by a sponsor for use in research, provide the account number for which the equipment will be used. If the equipment is not associated with a sponsored account, provide a departmental account number.

**Asset Representative:** Principal Investigator (PI) or individual who will be responsible for the asset.

**Asset Custodian:** Individual responsible for departmental inventory.

**Inventory Unit #:** The appropriate inventory unit the custodial department determines the asset belongs to.

**Person Completing Form:** Self explanatory

**Comments:** Use this space to provide any additional information that is helpful or useful in tagging the referenced equipment.

Once the form is complete, please provide a copy to both FSO and SPS Property Management along with any loan documents, receiving documents, or related agreements.

If you have any questions or concerns, please contact FSO – Property Management at (520) 621-3200 or [PropertyManagement@fso.arizona.edu](mailto:PropertyManagement@fso.arizona.edu) or SPS – Property Management at (520) 626-6000 or [sponsor@email.arizona.edu](mailto:sponsor@email.arizona.edu).