



The **Equipment Receipt** form is used for equipment received by departments to be added to the University system of record. Examples include equipment received on a loan agreement, equipment given to the University, equipment transferred to the University, or sponsor provided equipment for which the sponsor retains title.

Use the guidance below to help complete this form:

**Quantity:** Number of assets functioning as single complete units (not components) specifying the number of Property Records/Property Tags to be issued for the information provided on the form. If multiple assets are received with varying descriptions, multiple **Equipment Receipt** forms may be required.

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

**Government Tag Number:** Used to denote any government issued tag number associated with the asset in question.

**Unit Value/Cost:** The unit value or cost 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 estimated value.

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

**Building Number:** The on-campus building number where the equipment will be housed. Use the [Planning Design & Construction's Building Information website](#) if needed. If the equipment will be located off campus, attach a [Certification Statement For Off-Campus Location Use of Equipment](#).

**Room Number:** The on-campus room number where the equipment will be housed. Use the [Planning Design & Construction's Building Information website](#) if needed.

**Organization Owner Account Number:** 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. This account number is used to assign ownership of the asset to your department in UAccess Financials Capital Asset Management.

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

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

**Inventory Unit Number:** The appropriate two-digit inventory unit assigned by the custodial department associated with the departmental unit using the asset. If left blank, the general (default) Inventory Unit Number of 00 will be used.

**Comments:** Used to provide any additional information needed to assist Property Management with processing the referenced equipment.



The Custodial Department is required to complete the following form upon receipt of loaned, donated, transfer-in, or sponsor provided inventorial equipment.

Please attach a copy of the loan agreement, donation documentation, or receiving/shipping documents and submit to Sponsored Project Services Property via email at [property@arizona.edu](mailto:property@arizona.edu). Sponsored Project Services Property will then complete the bottom section and submit the completed form with attached documentation to Financial Services Property Management. Once the necessary Property Records/Tags have been created, Financial Services Property Management will contact the individual who completed the form for information on where to send the tags.

**All fields, except Government Tag Number and Inventory Unit Number, are required before submitting.**

Quantity: \_\_\_\_\_ Asset Description: \_\_\_\_\_

Vendor: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

Model Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Government Tag Number: \_\_\_\_\_

Unit Value/Cost: \_\_\_\_\_ In-service Date: \_\_\_\_\_

On campus Building Number: \_\_\_\_\_ Room Number: \_\_\_\_\_

Off campus *If selected, a [Certification Statement for Off-Campus Location Use of Equipment](#) will be required*

Organization Owner Account Number: \_\_\_\_\_

Asset Representative: \_\_\_\_\_ Asset Custodian: \_\_\_\_\_

Inventory Unit Number: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Mailing Address for Property Tag: \_\_\_\_\_

**Information below to be provided by Sponsored Project Services Property**

Asset Purchase Account: \_\_\_\_\_ Asset Agency Title Code: \_\_\_\_\_

Additional Comments (if necessary): \_\_\_\_\_

For questions regarding the information needed to complete this form, contact Financial Services Property Management at [FNSV-PropertyManagement@arizona.edu](mailto:FNSV-PropertyManagement@arizona.edu) or 520-621-9097.

For questions regarding sponsor terms and requirements, contact Sponsored Project Services Property at [property@arizona.edu](mailto:property@arizona.edu) or 520-626-6000.