

# Capital Equipment Assets Donated to University Report

**Route this form to:**  
Inventory Services  
Room 4, WBOB  
West Bank Campus Mail  
Fax: 612-626-8220

**U Wide Form:**  
UM 1561  
**Rev:** 08/01/08

Complete this form when an individual or organization is donating a capital equipment asset to your department or college. \*Capital Equipment is described as items with a value of \$2,500.00 or more.

INVENTORY SERVICES (612) 626-8222

**Description of Item(s) & Acquisition Date** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Serial Numbers(s)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Donor's Claimed Values(s)** \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Date Equipment Received by Department** \_\_\_\_\_

**Name of Person or Organization Donating Equipment** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Department Name** \_\_\_\_\_

**Fund/Dept ID/Program** \_\_\_\_\_

**Contact Person/Phone #** \_\_\_\_\_

**Location (Bldg/Rm#)** \_\_\_\_\_

**Completed by/Phone#** \_\_\_\_\_

Please attach copies of all correspondence concerning this donation. For questions or information please call Inventory Services 626-8222. Fax 626-8220.