

## NEW ASSET RECEIPT FORM

### INSTRUCTIONS:

Please return this form to the Office of Equipment Management (MSC 302), immediately upon receipt of a new asset. Multiple forms may be required if your order is not shipped all at once. If you have any questions, please call the Office of Equipment Management at 437-4596.

**PURCHASE ORDER NUMBER** \_\_\_\_\_ **or** **P-CARDHOLDER NAME** \_\_\_\_\_  
 (For P-Card orders, please send a copy of any invoices, packaging slips or other forms of paperwork with this form.)

### Please check off one of the following:

- State Funded
- Research Foundation Funded
- University Auxiliary Services Funded
- University At Albany Foundation Funded

ASSET DESCRIPTION	MANUFACTURER	SERIAL #	MODEL #	COST	BLDG	ROOM #

If the item(s) received are component(s) to an existing asset, please provide the Bar Code Tag Number and Serial Number of that asset. Bar Code Tag No. \_\_\_\_\_ Serial No. \_\_\_\_\_

STATE DEPARTMENTAL  
 ACCOUNT NUMBER  
 TO BE INVENTORIED IN

NAME OF USER OR  
 CONTACT PERSON

PHONE NUMBER

DATE ASSET WAS  
 ACQUIRED