



**NEW ASSET RECEIPT FORM**

**INSTRUCTIONS:** Please return this form to the Office of Equipment Management (MSC 302), 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.

Please select one option and complete the appropriate information:

Purchase Order issued by the Office of Purchasing and Contracts. Purchase Order Number \_\_\_\_\_

P-Card Charge made through the Office of Purchasing and Contracts. P-Cardholder Name \_\_\_\_\_

P-Card Charge\* made within the department. P-Cardholder Name \_\_\_\_\_ State Order Account No. \_\_\_\_\_

UAlbany On-line Ordering Systems\* Vendor Name \_\_\_\_\_ Date \_\_\_\_\_ Order Number \_\_\_\_\_

(\*For P-card and on-line orders, please send a copy of any invoice, packaging slip or other paperwork in support of the purchase with this form).

**Select Funding Source of Purchase:**

State

Research Foundation

University at Albany Foundation

ASSET DESCRIPTION	MANUFACTURER	SERIAL #	MODEL	COST	BLDG	ROOM #

If the item(s) received are components(s) to an existing asset, please provide the barcode tag number/property tag color, serial number and/or purchase order number of the asset.

Barcode tag number/property tag color: \_\_\_\_\_

Purchase order number of existing asset: \_\_\_\_\_

Serial number of existing asset: \_\_\_\_\_

\_\_\_\_\_  
State inventory  
account number

\_\_\_\_\_  
Name of end-user or contact person

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Asset acquisition date

End-user or contact persons email address: \_\_\_\_\_

**Mail Service**

Business Administration Building  
Room B4

PH: 518/442-3272 FAX: 518/442-3329

**Equipment Management**

Management Services Center  
Room 302

PH: 518/437-4596 FAX 518/437-4571

**Purchasing and Contracts**

Management Services Center  
Room 302

PH: 518/437-4579 FAX: 518/437-4571

**Rapid Copy and Central Stores**

Business Administration Building  
Room B26

PH: 518/442-3245 FAX 518/442-3329