



THE UNIVERSITY AT ALBANY FOUNDATION

New Equipment Receipt Form

When you obtain a new piece of equipment which is donated or purchased with UA Foundation resources, complete this form and attach it to your request for disbursement. Please submit one form for each piece of equipment and provide all information requested.

1. Cost (Fair Market Value if Donated): _____
2. Date of Acquisition: _____
3. Description: _____
Manufacturer: _____
Model # and/or Serial #: _____
4. Contact Person: _____
Address & Phones Number: _____
5. Departmental State Account #: _____ Fund #: _____
6. Fund Manager Signature: _____

If the items received are software or internal components of existing equipment, provide the tag number and serial number of the equipment.

In accordance with Board policy, this equipment will be transferred to New York State unless the Fund Manager applies for a waiver using the form below. Transfer will not affect your custody or control over the equipment. The equipment will be listed on your State inventory instead of the UA Foundation inventory.

7. I request that the above equipment be retained by the UA Foundation and not transferred to the State because:
 - A. I expect to sell or trade the equipment after a period of use.
Or
 - B. _____

Signed: _____ Date: _____
Fund Manager

*******(FOUNDATION USE ONLY)*******

AUTHORIZATION: _____ Date: _____

Please retain a copy of the completed form for your records