



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 Auxiliary Services

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