



REPORT OF TANGIBLE ASSETS ACQUIRED BY  
CONSIGNMENT, LEASE, OR LOAN

Property Inventory 101 Rider Building

Report No. [ ]

Purpose: This form is to be used to notify Property Inventory of all tangible assets received for the University by consignment, lease, or loan and for all government owned and sponsor owned vehicles acquired by the University.

Consignment [ ] Department No. and/or Fund Name or Other Special Project Designation Contract No.
Lease [ ] Responsible Person Building Room No.
Loan [ ] Date Acquired Estimated Time Period For Use Date Returned

DESCRIPTION OF ARTICLE

Table with columns: Model No., Year Built, Serial No., Bill of Lading No., Dollar Value. Includes sub-headers for IF MOTOR DRIVEN, GIVE - Current, Volts, Phase, Cycles, H.P., R.P.M.

Name & Address of Manufacturer If the article has a tag number affixed upon receipt, transcribe in this space the information given on the tag.

DONOR OR CONSIGNOR: (Enter name and address of contributor or consignor. If on government loan, enter the name and address of the authorizing activity. Example of government authorizing activities are: ONR, N.Y.; Pittsburgh Ord.; District U.S.A.F., Baltimore; etc.)
ADDITIONAL INFORMATION NEEDED IF GOVERNMENT FURNISHED SUPPLIER: (Enter name and address of the source from which the article is obtained. If it is furnished by transfer from another contractor, enter name and address of the contractor; or if a government depot or installation, enter this as the source.)
Government Shipping Order No. Government Invoice No.

TO BE COMPLETED BY PROPERTY INVENTORY Enter a complete transcription of information given on the tag affixed by the University.
INSTRUCTIONS:
1. Prepare a separate form for each tangible asset received.
2. Forward original and one copy to Property Inventory, 101 Rider Building. The copy will be returned after tagging has been completed.
3. Copy must be sent back to Property Inventory, 101 Rider Building, with the date the tangible asset was returned and the form initialed by the person responsible for the tangible asset.
IMPORTANT: Insert as much requested information as is available. Do not withhold submission of the form if part of the information is unknown. It is important to have the tangible asset tagged properly.
Signature of Person Initiating the Form