

## REPORT OF TANGIBLE PROPERTY OBTAINED BY CONSIGNMENT OR LOAN

Property Inventory 101 Rider Building

Report No.
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**PURPOSE:** This form is to be used to notify Property Inventory of all tangible property received for the University by consignment or loan and for all government-owned and sponsor-owned property acquired by the University.

**OBTAINED BY:**     Consignment                       Loan

Business Area # \_\_\_\_\_ Cost Object Type: \_\_\_\_\_ Cost Object # \_\_\_\_\_

Contract # \_\_\_\_\_ Responsible Person \_\_\_\_\_

Building \_\_\_\_\_ Room # \_\_\_\_\_

Date Acquired \_\_\_\_\_ Estimated Time Period For Use \_\_\_\_\_ Date Returned \_\_\_\_\_

### DESCRIPTION OF ARTICLE

Make	Model #	Serial/VIN #	Bill of Lading #	Dollar Value
<b>Name &amp; Address of Manufacturer</b>			If the article has a tag number affixed upon receipt, transcribe in this space the information given on the tag.	
<b>DONOR OR CONSIGNOR:</b> (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.)			<b>ADDITIONAL INFORMATION NEEDED IF GOVERNMENT FURNISHED SUPPLIER:</b> (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.)	
<b>TO BE COMPLETED BY PROPERTY INVENTORY</b> Enter a complete transcription of information given on the tag affixed by the University.			<b>INSTRUCTIONS:</b> <ol style="list-style-type: none"> <li>1. Prepare a separate form for each Donor or Consignor. See form instructions regarding number of items donated.</li> <li>2. Forward original and one copy to Property Inventory, 101 Rider Building. The copy will be returned after tagging has been completed.</li> <li>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.</li> </ol> <p><b>IMPORTANT:</b> 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.</p> <p style="text-align: center;">                         _____                          Name of Person Initiating the form                      <b>Date:</b> </p> <p style="text-align: center;">                         _____                          Signature of Person Initiating the Form                     </p>	