



Equipment Information Form
For an asset with a value of \$5,000 or more

Requestor Name: (Please print) Title:

Department Name: ORG Number:

Intramural Address: Mail Code:

E-mail address: @

Telephone: - - - - -

Date Placed in Service:

Is this request to set up an Equipment in Process Asset? Yes No

PO# and/or Invoice #

Brief description of the equipment:

Location (Bldg-Floor-Room where equipment will be installed):

Category (Major-Minor):

Go to the following website for a list of all the Category choices:

http://www.finance.upenn.edu/comptroller/accounting/property/propcodes.shtml

Does Government Retain Title? Yes No

Custodian Name: Penn I.D.

Custodian Phone #: - - - - -

Tagging Contact Name: Penn I.D.

Tagging Contact Phone #: - - - - -

Responsible ORG:

Return Completed form to:

Property Management Group
3rd Floor, Franklin Building/6284
(215) 573-2245 or (215) 898-7330
msudha@upenn.edu, jomowale@upenn.edu

