



# Penn

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

Requestor Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please print)

Department Name: \_\_\_\_\_ ORG Number: \_\_\_\_\_

Intramural Address: \_\_\_\_\_ Mail Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_@\_\_\_\_\_

Telephone: - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

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  
3<sup>rd</sup> Floor, Franklin Building/6284  
(215) 898-7330 or (215) 573-2245  
property@exchange.upenn.edu*