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: - __ __ - __ __ __ ___________________________
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:

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