



# Penn

## Donated Collectibles/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: - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Brief description of the collectibles: \_\_\_\_\_  
\_\_\_\_\_

Location (Bldg-Floor-Room where collectible will be installed): \_\_\_\_\_

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  
4th Floor, Franklin Building/6284  
(215) 898-7330 or (215) 573-2245  
property@exchange.upenn.edu*