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: - __ __ - __ __ __ -__ __ __ __ 

Date Placed in Service:________________________

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

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