



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: - ____ - ____ - ____

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*