UNIVERSITY OF OREGON Business Affairs Office

Clear Form

Asset Maintenance Form

(Please send completed form to Property Control, Oregon Hall)

Transfer of Equipment

	Transfer From		Transfer To			
Inventory Number	Orgn code	Locn - Bldg/Room	Orgn code	Locn - Bldg/Room	User	Contact name/phone #

New Equipment

	New Item 1	New Item 2	New Item 3
Asset Tag Number (if applicable)			
Date Received			
Description			
Orgn Code			
Location- Bldg/Room			
Manufacturer			
Model			
Serial Number			
User (if applicable)			

Notes

Requestor			
Name	Department	Phone number	Date