



Intent to Construct Capital Equipment

Name of equipment to be constructed: _____

Estimated date of completion: _____

Responsible Organization/Department: _____

Department contact: _____

Email: _____ Extension: _____

Equipment to be located in (Building/Room): _____

Description of functionality (what will it do):

Please remember at its completion, this equipment will:

- Be owned or considered owned by the University
- Be held for operations, not for resale
- Have a useful life of more than one year
- Have a unit value of \$5,000 or more

Complete this form, scan and email to propertycontrol@uoregon.edu or send via campus mail to Property Control.

A scanned copy also needs to be emailed to pcard@uoregon.edu or send via campus mail to Purchasing and Contracting Services. A scanned, emailed copy is preferred.

Retain a copy of this form for your records.