



## 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](mailto:propertycontrol@uoregon.edu) or send via campus mail to Property Control.

A scanned copy also needs to be emailed to [pcard@uoregon.edu](mailto: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.