

Manual Packing and Receiving Equipment Form:

Please fill out this form when a packing slip is missing.
Turn the completed form in to Connie Haynes in the Administrative Office, Room 3901, South Building.

Principal Investigator _____

Purchase Order Number _____

Date Received _____

Description _____

Manufacturer _____

Received By _____

If this is an asset, also fill out the section below.

For Assets Only (\$5000.00 or more)

Model # _____

Serial # (when applicable) _____

Description of the equipment _____

Location of equipment:

Building _____ Floor _____ Room # _____

Received By: _____