

INVENTORY DATA NEEDED FORM

*Return to **PROPERTY CONTROL**, ASAP UPON RECEIPT OF MERCHANDISE.*
You are to receive new equipment related to the purchase order below.

Highlighted data is essential and must be filled in.

If you believe any data is incorrect,
contact Property Control.

Please tag items on the front so they can be scanned by the bar code reader.
Personal Computer Systems are to be tagged on the CPU and the corresponding
Manufacturers Serial Number from the CPU must be recorded below.

NAME ON PO: _____
VENDOR: _____
PO#: _____
PO DATE: _____

**Under no circumstances should University Owned or Research Foundation equipment
be removed from campus until a completed Temporary Loan of Equipment form is filed
with the Office of Property Control**

1.	ASSET#	ITEM	MANUFACTURER
	_____	_____	_____
	MODEL	SERIAL NUMBER	DATE RECEIVED
	_____	_____	_____
	BUILDING	ROOM NUMBER	PRIMARY USER
	_____	_____	_____
<hr/>			
2.	ASSET#	ITEM	MANUFACTURER
	_____	_____	_____
	MODEL	SERIAL NUMBER	DATE RECEIVED
	_____	_____	_____
	BUILDING	ROOM NUMBER	PRIMARY USER
	_____	_____	_____

SUNY FREDONIA
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