

## Procurement Card Purchase Data Form

**Send to *PROPERTY CONTROL*, ASAP UPON RECEIPT OF MERCHANDISE.**  
 (Equipment purchases must be reported to the Property Control office.)

**Fill in as completely and accurately as possible.**  
 If you have any questions contact Property Control.

NAME ON CARD: \_\_\_\_\_  
 VENDOR: \_\_\_\_\_  
 INVOICE 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.	<b>COST</b>	<b>ITEM</b>	<b>MANUFACTURER</b>
	<b>MODEL</b>	<b>SERIAL NUMBER</b>	<b>DATE RECEIVED</b>
	<b>BUILDING</b>	<b>ROOM NUMBER</b>	<b>PRIMARY USER</b>

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2.	<b>COST</b>	<b>ITEM</b>	<b>MANUFACTURER</b>
	<b>MODEL</b>	<b>SERIAL NUMBER</b>	<b>DATE RECEIVED</b>
	<b>BUILDING</b>	<b>ROOM NUMBER</b>	<b>PRIMARY USER</b>

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