

Procurement Card Purchase Data Form

Send to **PROPERTY CONTROL** with a copy of invoice/receipt/documentation of purchase(s),
ASAP UPON RECEIPT OF MERCHANDISE.

(All 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.	COST	ITEM	MANUFACTURER
	_____	_____	_____
	MODEL	SERIAL NUMBER	DATE RECEIVED
	_____	_____	_____
	BUILDING	ROOM NUMBER	PRIMARY USER
	_____	_____	_____

2.	COST	ITEM	MANUFACTURER
	_____	_____	_____
	MODEL	SERIAL NUMBER	DATE RECEIVED
	_____	_____	_____
	BUILDING	ROOM NUMBER	PRIMARY USER
	_____	_____	_____

State University of New York at Fredonia

Property Control Office

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Property Control Coordinator - Janet Parsons

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