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| Student Affairs 2c | University of San Diego  Equipment Acquisition Form |

## Equipment information

|  |  |  |  |
| --- | --- | --- | --- |
| Date purchased: |  | Department: |  |
| PO # |  | Equipment description: |  |
| Location ID: |  | Building: |  |
| Floor: |  | Sub location: |  |
| Vendor name: |  | Mfg name: |  |
| Bldg asset: | Y/N | Model #: |  |
| Energy star efficient | Y/N | Serial #: |  |
| Life cycle cost | $ | Equipment type code: |  |
| Anticipated life (in months) |  | Sub type code: |  |
| Active equipment | Y/N | Sublocation: |  |
| Cost | $ | Replacement cost: | $ |
| Service contract: | Y/N | If yes, end date: |  |

## Review and approval

|  |  |  |  |
| --- | --- | --- | --- |
| Amount authorized: | $ | Manager/Director signature: |  |
| Assistant VP approval (over $x ) | $ | AVP signature: |  |

## Receipt

|  |  |  |  |
| --- | --- | --- | --- |
| Date received: |  | Attached invoice: | Y/N |
| Received by: |  |  |  |

## Record equipment

|  |  |  |  |
| --- | --- | --- | --- |
| Tag # |  | Equipment location move from: |  |
|  |  |  |  |
| Entered into TMA: | Y/N Date: | By: |  |