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| Student Affairs 2c | University of San DiegoEquipment 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: |   |