

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
 UAH PROPERTY INVENTORY
 TEMPORARY ON-LOAN/DONATED EQUIPMENT INVENTORY FORM**

This form is for TEMPORARY ASSET/DONATED EQUIPMENT inventory purposes only and is to be used when:

- A department receives item(s) of capital equipment valued at \$2000 or greater on temporary loan from an **outside agency**, or
- A department receives donated item(s) of capital equipment valued at \$2000 or greater; and
- The asset will be in University possession for more than 60 days.

INSTRUCTIONS: ***This form is NOT to be used for gift receipt purposes. Donated equipment must be coordinated in advance through the University Development Office, in accordance with University Development policy and procedures, using the UAH Non-Cash Gift Approval/Acceptance Report.*** This inventory form shall not substitute as a gift receipt.

Complete the form below, including appropriate signatures by those with authority over the equipment, and submit to Asset Management, Central Receiving Building, Room 101. Call 824-6315 or email us at assetmgmt@uah.edu if you have any questions. ***NOTE: Campus relocation of assets must be reported using the Inventory Property Relocation form.***

Date of Inventory Addition Request: _____

DESCRIPTION OF RECEIVED ASSET(s):

MODEL No.	DESCRIPTION	SERIAL No.	VALUE
_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____

UAH Location of Equipment: Building: _____ Room: _____ Department: _____

DETAILS OF INCOMING LOAN:

Length of Loan: _____

Terms and Conditions of Loan: _____

PROPERTY OWNER (Loaned Equip. Only):

Name

Phone No.

Company/Govt. Agency Name

Building/Room No./Department

_____/_____
Company/Agency Approval Signature / Date

UAH CUSTODIAN (All Equipment)

Name

Phone No.

Department

Building/Room No.

_____/_____
Department Head Approval Signature / Date

RETURN OF ASSET AT END OF LOAN TERM

Return of temporary assets owned by outside agencies to property owner(s) must immediately be reported to Asset Management using the Asset Management **Property Disposition** form. Asset Management must be notified in advance of return so that the property tag(s) can be removed prior to returning property to owner.

For Asset Management Use Only

UAH Property Tag No.: _____

UAH System Asset No.: _____

Date Created: _____

Record Entered by: _____
Signature/Title