

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.

It is to be used when:

- A department receives items of capital equipment valued at \$2000 or greater on temporary loan from an outside agency **or**
- A department received donated items 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 Assets

Model Number	Description	Serial Number	Value

UAH Location of Equipment Building _____ Room _____ Department _____

Details of Incoming Loan

Length of Loan: _____

Terms and Conditions of Loan: _____

Property Owner (Loaned Equipment Only)

UAH Custodian (All Equipment)

Name

Phone Number

Company/Government Agency

Building/Room Number/Department

Company/Agency Approval Signature

Date

Name

Phone Number

Department

Building/Room Number

Department Head Approval Signature

Date

Return of Asset at End of Loan Term

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

For Asset Management Use Only

UAH Property Tag Number _____ UAH System Asset Number _____

Record Entered By _____ Date Created _____
Signature/Title