

Purpose of this Form: To report movable equipment or furniture being used in a room owned or leased by Carnegie Mellon but is the property of the owner noted below. This includes items owned by sponsors, Carnegie Mellon employees or others and items on loan to the university. Provide the following information for each item including the fair market value for insurance purposes.

This form is not to be used to report the acquisition of government furnished or sponsor donated items or gifts from individuals or corporations.

CMU Tag No.	Description	Model No.	Manufacturer	Serial No.	Fair Mkt. Value

Owner Name: _____

Name of CMU Owner (if different than owner): _____

Department: _____ Department Number: _____

Building: _____ Floor: _____ Room: _____

Authorizations

Equipment User _____ Signature _____ Date _____

Business Manager or Property Officer _____ Signature _____ Date _____

Finance Division Use

PAS processed: _____ Date: _____

Submit this form to
Property Accounting Services at
PropertyAccounting@andrew.cmu.edu.