

Purpose: To report a capital asset which is the property of Carnegie Mellon but used in a location not owned or leased by Carnegie Mellon.

Department Number: _____ Department Name: _____

Faculty/Staff User's Name: _____ Campus Building: _____ Room #: _____

The equipment listed below is used for CMU-related activities at the address noted below and is the property of CMU, the government, or other sponsor/agency.

CMU Tag No.	Description	Model No.	Manufacturer	Serial No.

Complete Address of Equipment Location

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Equipment User

Equipment User _____ Signature _____ Date _____

Department Business Manager or Property Officer

Business Manager or Property Officer _____ Signature _____ Date _____

Finance Division Use Only

Processed: _____ Date: _____

Please send form by Campus Mail to SCS Computing Facilities, Wean Hall 3613 ATTN: Royal Harvard or scan/email to help@cs.cmu.edu c/o: Royal Harvard.