New Equipment Location Form

This form must be completed for all equipment received by the unit or department valued at $5,000 or more and all ETF Equipment. This information is necessary to maintain accurate records on the location of equipment for inventory, replacement and in the case of theft or other casualty. Please complete the form within three business days and submit it to Fixed Assets as noted below. (Note: If your equipment has not already been barcoded, please submit a "Request for Tagging" form, do not use this form)

Central Receiving or General Accounting

Equipment Barcode

Equipment Description_____

Serial Number_____ Model/Manufacturer_____

Department

Receiving Department/Office_____ Equipment Use Code (see below) _____

Owner Org # for Inventory_____ Final Equipment Destination: Bldg._____Room_____

Purchased with ETF? Yes ☐ No ☐ Barcode affixed to equipment? Yes ☐ No ☐ (If No, contact Fixed Assets)

Purchasing Information (PO, REQ, or Invoice/Receipt) _____(Please attach copy)

Equipment Liaison_____Phone_____Email _____Date_____

Equipment Use Codes

Department personnel should select the most appropriate code for the primary intended use of the equipment (Examples are listed below). For more information on equipment use codes please visit https://fiscal.gmu.edu/equipment-use-codes/.

101 Instruction	**102** Research	**103** Public Service	**104** Academic Support	**105** Student Services	**106** Institutional Support	**107** Plant Operation	**809** Auxiliaries
• Teaching • Training • Course related equipment • Equipment for Academic Chairs	• Grants/Contracts • Externally sponsored Research • Separately budgeted internal research	• Testing services • Community services • Conferences • Public Broadcasting	• Libraries • Academic administration • Academic computing support • Educational media services	• Course registration • Career advising • Student groups • Financial aid • Admissions	• Executive management • Administrative computing support • Legal/Fiscal services • Purchasing	• Utilities • Grounds maintenance • Public safety • Fire protection • Property insurance • Custodial services	• Residence halls • Athletics • Student unions • Print services • Transportation services

The form should be submitted to General Accounting by email to assets@gmu.edu or mail to MSN 4B2. Please contact General Accounting with any questions at assets@gmu.edu or ext. 3-4456.