



Fixed Assets
Phone: 703-993-4456
Email: assets@gmu.edu

New Equipment Location Form

Instructions: The accompanying equipment was delivered to an interim departmental drop-off location and is included in the central equipment inventory records. Accurate information on location, ownership, and purchasing information is necessary for accounting, inventory, and in the case of theft or other casualty loss.

Please return this form within **three working days** to the Fixed Assets office, **assets@gmu.edu**.

Place Mason Bar Code Here

Description: _____ Serial Number: _____

Model/Manufacturer: _____

Equipment Use Code (see below): _____ Purchased with ETF funds? Yes or No

Final destination of equipment: _____
Building Room

Receiving Department/Office _____ Owner/Org number for inventory purposes _____

_____ Mason Purchasing Info (eVA Req, Banner Invoice, etc) [please attach copy]

Equipment Liaison _____ Phone _____ Email _____ Date _____

Equipment Use Codes
(See Departmental Equipment Procedures at <http://fiscal.gmu.edu> for explanation of codes)

- 101 Instruction
- 102 Research
- 103 Public Service
- 104 Academic Support
- 105 Student Services
- 106 Institutional Support
- 107 Operation and Maintenance of Plant
- 809 Auxiliaries

For Fixed Assets Office Use Only:

Entered by Date