

Capital Asset Information Form

***Indicates a required field**

In relation to your asset, which of the quote lines are:

The main asset

Replacement part

Internal hardware components (ex. Motherboard)

Not related to this asset

External components (light source, objective lens)

Annual software license

External accessories (ex. cart, carrying case)

Extended warranty or service agreement

Perpetual, non-renewing, dedicated software

Consumables

Spare parts

Are you trading anything in?

If yes, UCOP number(s)

Yes | No

***Select transaction type (pick one):**

If not a new asset, enter UCOP #

New Asset | Add-on to an existing asset

Fabrication part(s)

Capital Asset Information Form

***Asset Description**

*Manufacturer (not the Vendor)

*Asset type (ex. centrifuge, mass spec, etc.)

*Model (Ex. NanoDrop, MacBook Pro, etc.)

Serial or VIN Number (if known)

***Asset Location**

Building code(includes ANR bldgs)

Room(s)

On-campus, but outside

If no building code, leave the building and room blank and provide off-campus address

End User Information for off-campus address

First and Last Name of End User

Street Address

City

Name of Organization

State

ZIP

Street Address

Country (if outside the US)

*Custodial Code (four digits)

***Contact Names**

*PI or End User (First /Last Name)

Email address

*Fiscal Officer (First/Last Name)

Email address

Sponsor Information (if sponsor funded)

Award/Grant Number

Warranty/maintenance agreement information (max 150 characters)

Agency Name

SPO Number

Fund Number

Sponsor's Property Number

* Will the equipment be:	YES	NO
Used in CA exclusively for the first 12 months?		
Used for research more than 50% of the time		
Funded by funds that are for research more than 50% of the time		
* Subject to export control?		