

Request for Equipment to be Added to the Asset Ledger

THE PURPOSE OF THIS LISTING IS TO REQUEST ASSET MANAGEMENT TO INCLUDE THE LISTED EQUIPMENT IN THE CALIFORNIA STATE UNIVERSITY, NORTHRIDGE PROPERTY LEDGER AND TO ASSIGN THE EQUIPMENT TO YOUR AREA OR DEPARTMENT. ONCE ADDED TO THE PROPERTY LEDGER, THIS EQUIPMENT WILL BE GOVERNED BY THE SAME RULES AS ANY OTHER ITEM CURRENTLY LISTED IN THE PROPERTY LEDGER.

Property Control Designee: _____ **Department:** _____ **Phone:** _____ **Date:** _____

Provide the Information of the equipment that is to be added to the Asset Management Ledger:

ASSET USE ONLY	SERIAL NUMBER	DESCRIPTION	BUILDING	ROOM	P.O. #	P.O. DATE	P.O. PRICE
_____	_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	_____	\$ _____

By signing this form, you (the Property Control Designee) are giving Asset Management complete and accurate information as to the status of the above equipment.

Property Control Designee: _____ **Date:** _____ **Print Name:** _____

Department MAR: _____ **Date:** _____ **Print Name:** _____

~ ASSET MANAGEMENT USE ONLY ~

Request Approved: _____ **Request Denied:** _____ **Date:** _____

Materials Manager Signature: _____ **Date:** _____

COMMENTS: _____