

UNIVERSITY SYSTEM OF NEW HAMPSHIRE
FINANCIAL AND ADMINISTRATIVE PROCEDURES

EXTERNALLY FURNISHED EQUIPMENT – USNH FORM11-020F

Please note: This is a electronically enabled form that can be directly submitted via email. It can also be printed, completed and sent via campus mail. When submitting via email, simply complete the form, select the appropriate location below and send the email with the completed form attached.

Custodial Information

Department: _____ Banner Org: _____

Date Received: _____

Name of Furnishing Agency: _____

Banner Agency Code: _____

Address: _____

Associated Grant Name: _____

Banner Grant Code: _____

Equip Manager/Custodian: _____

Last 4 digits of Custodian ID: _____

Information about the equipment (Required)

Description: _____

Serial #: _____

Model: _____

Manufacturer: _____

Estimated Value: _____

Estimated Age: _____

Condition: _____

Location: Building Name: _____

Building #: _____ Room #: _____

Please forward all paperwork received from the provider (e.g. shipping documents) and send completed forms to:

For UNHD, UNHF, UNHL and UNHM
UNH Fixed Asset Management
VPFA Office
207 Thompson Hall, Durham, NH 03824
Phone: 862-5041

For KSC, PSU, GSC, and System
USNH Property Control
Dunlap Center, Durham, NH 03824
Phone: 862-4263