

**Receiving & Property Control**  
**Phone: 662-325-2545**  
**Fax: 662-325-4551**  
**Mail Stop 9605**

**Instructions: Please include all available acquisition information requested. The serial number should be taken directly from the equipment. Incomplete or handwritten forms will be returned to the department for completion. Completed form should be submitted to Receiving & Property Control - Mail Stop 9605 or fax 325-4551 upon receipt of equipment.**

This form prepared by:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Agency \_\_\_\_\_ Dept ID \_\_\_\_\_ Dept Name \_\_\_\_\_

\_\_\_\_\_ New Acquisition  
 \_\_\_\_\_ Upgrade to existing inventory number \_\_\_\_\_

Equipment Information	
Acquisition Method	
Purchase Order Number	IRE 'F qewo gpv'P wo dgt
Description	
Model	Model Year
Serial Number	
Manufacturer	
Vendor	
Category	
Usage	
Value/Cost	
Room Number	
Building	
Responsible Person	
Date Received	
Pro Card Receipt Attached (if applicable)	*****Vice President

Property Control Use	
Inventory No. Assigned	
Voucher Number	
Major	
Inter	
Minor	
Manufacturer Code	
Category Code	
Report Number	
Fund Number	
Acquisition Code	
Usage Code	
Value	
Vehicle Title #	
Entered by	
Date	

**Additional Cell Phone Information**

Cell Phone Number	_____	Wireless Plan	_____
Employee	_____	Wireless Provider	_____
Official Business Need		Wireless Communication Request Attached	

**Additional Vehicle Information**

Tag Number	_____	*MUST HAVE TAG NUMBER BEFORE INVENTORY NUMBER WILL BE ASSIGNED	
Vehicle Type	_____	Category	_____
		Primary Use	_____
AUTOMOBILES		Number of cylinders	_____
		Passenger Capacity	_____
TRUCKS, VANS & SUVS		Tonage	_____
Marked with MSU decals	_____	Odometer Reading	_____
		Primary Driver	_____