

Accountable Property Preliminary Information Sheet

The following information is required for all accountable property.
Please fill in all of the blanks!

1. What type of property is it? _____
2. Manufacturer? _____
3. Model Number? _____
4. Serial Number? _____
5. Where (room number?) will it be kept? _____
6. What is the date the property was received? _____
7. What was the **exact** purchase price? _____
8. What was the Org. Code & Project Number it was purchased under? _____
9. Whose Credit Card was used for this purchase and what are the last 6 digits of the Credit Card Number? _____
10. What is the **Month** and **Line Item** of the Credit Card Statement it was charged on?

11. What is the exact amount shown on that Line Item? _____

Print your name _____

Date _____ Phone Num. _____

Please return the completed form to David Senn after **ALL** the blanks have been filled in.
Revised 10/04