

# Capital Asset Information Form

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**\*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

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Are you trading anything in?

If yes, UCOP number(s)

Yes | No

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

If not a new asset, enter UCOP #

New Asset | Add-on to an existing asset

Fabrication part(s)

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## \*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

**\* Will the equipment be:** YES NO

SPO Number

Used in CA exclusively for the first 12 months?

Fund Number

Used for research more than 50% of the time

Sponsor's Property Number

Funded by funds that are for research more than 50% of the time

\* Subject to export control?