

Incoming Equipment Declaration Form

In accordance with MBL's [Capital Equipment Management Policy K.1.10](#), Centers or Departments who wish to accept donated/transferred-in equipment into the MBL must submit this form to the Division of Research for review. This form is intended for items that are NOT purchased through MBL. Capital Equipment is an item of nonexpendable, tangible personal property having a useful life of more than one year, and an acquisition cost that is \$5,000 or more per unit and includes fabricated equipment. Upon review, the Division of Research may assign the equipment an MBL tag Number. Please submit the completed and signed form to capitalequipment@mbl.edu.

| CENTER/DEPARTMENT INFORMATION | | | |
|--|--|-------------------------|--|
| Center/Department Receiving Equipment: | | Estimated Arrival Date: | |
| Custodian of the Equipment: | | Custodian Email: | |
| FURNISHING AGENCY INFORMATION | | | |
| Furnishing Agency: | | Agency Contact Name: | |
| Agency Address: | | Agency Email: | |

| TYPE OF REQUEST | | | | | | | | | | | | |
|---|---|--|--|--|--|--|--|--|--|--|--|--|
| <input type="checkbox"/> This is a direct donation from a vendor or other outside party and there may be tax benefits for the donor. The Division of Research should notify the Development Office. | | | | | | | | | | | | |
| <input type="checkbox"/> This is a transfer from another Institution, University or Agency and there will be no tax benefits for the releasing agency. <i>The value of the donated/transferred-in equipment is determined by the fair market value/appraised value.</i> | | | | | | | | | | | | |
| LIST OF INCOMING CAPITAL EQUIPMENT (ATTACH ADDITIONAL SHEETS AS NECESSARY) | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: center; padding: 5px;">Description <small>(Manufacturer/brand, make, model, serial #, etc.)</small></th> <th style="width: 20%; text-align: center; padding: 5px;">Acquisition Cost or Fair Market Value</th> <th style="width: 20%; text-align: center; padding: 5px;">MBL Tag # <small style="color: red;">WILL BE ASSIGNED BY DIV. OF RES.</small></th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> </tbody> </table> | Description <small>(Manufacturer/brand, make, model, serial #, etc.)</small> | Acquisition Cost or Fair Market Value | MBL Tag # <small style="color: red;">WILL BE ASSIGNED BY DIV. OF RES.</small> | | | | | | | | | |
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| APPROVALS | | | |
|--|--|---------------------|-------------|
| <i>I AUTHORIZE ACCEPTANCE OF THE EQUIPMENT LISTED:</i> | | | |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 40%; border-bottom: 1px solid black; text-align: center;"><i>Center Director/Department Head Signature</i></td> <td style="width: 30%; border-bottom: 1px solid black; text-align: center;"><i>Printed Name</i></td> <td style="width: 30%; border-bottom: 1px solid black; text-align: center;"><i>Date</i></td> </tr> </table> | <i>Center Director/Department Head Signature</i> | <i>Printed Name</i> | <i>Date</i> |
| <i>Center Director/Department Head Signature</i> | <i>Printed Name</i> | <i>Date</i> | |
| <i>I AUTHORIZE RELEASE OF THE EQUIPMENT LISTED:</i> | | | |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 40%; border-bottom: 1px solid black; text-align: center;"><i>Authorized Signature of Releasing Agency (Required or attach Letter of Release or Formal Documents)</i></td> <td style="width: 30%; border-bottom: 1px solid black; text-align: center;"><i>Printed Name</i></td> <td style="width: 30%; border-bottom: 1px solid black; text-align: center;"><i>Date</i></td> </tr> </table> | <i>Authorized Signature of Releasing Agency (Required or attach Letter of Release or Formal Documents)</i> | <i>Printed Name</i> | <i>Date</i> |
| <i>Authorized Signature of Releasing Agency (Required or attach Letter of Release or Formal Documents)</i> | <i>Printed Name</i> | <i>Date</i> | |

| <i>For office use only</i> | | | |
|--|--|---|--|
| <i>Capital Equipment Database has been updated. (Equipment Database Manager – Initial to the right.)</i> | | <i>Financial Services Asset Database has been updated. (Asset Database Manager – Initial to the right.)</i> | |