



WSU Property Management  
6050 Cass Ave. Rm 238  
Detroit, Michigan 48202  
(313) 577-0528  
(313) 577-9639 FAX

## Department Asset Activity Transmittal Form

**Instructions:**

1. Provide all information requested, for new equipment only.
2. Value of asset must be greater than or equal to \$2,500.00.
3. Complete one form per asset.
4. Mail completed form within 48 hours of date item was received.

Tag Number (if assigned)	P.O. Number & Line #	Date Item Received

Description	Original Cost

Model	Manufacturer	Serial Number

Department Name	Account Number

Equipment Location		
Room Number	Building Name & Address	Class Code

Use Code* (check one)	
<input type="checkbox"/> 1= Instruction	<input type="checkbox"/> 5= Student Service
<input type="checkbox"/> 2= Research	<input type="checkbox"/> 6= Institutional Support
<input type="checkbox"/> 3= Public Service	<input type="checkbox"/> 7= Independent Operations
<input type="checkbox"/> 4= Academic Support	<input type="checkbox"/> 8= Building Services

Completed by	Telephone Number	Email address

**Comments:**

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