

**Instructions:**

- Use this form to report the receipt of GFP to the Capital Asset Accounting team.
- Submit completed forms for review to mei.admin@yale.edu. Please include a picture of the equipment with the submission email.

Request Details	
Date of Request:	
Equipment Location (building and room):	
Equipment Description:	
Serial Number:	
Model Number:	
"Issued to" Contact:	
Cost Center Name:	
COA (Including Grant #):	

Requestor Signature			
Requestor Signature:		Date:	

This section is to be completed <u>only</u> by a member of the Capital Asset Accounting team			
Reviewer Name:		Date Reviewed:	
Request Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Workday Asset ID#:	

Please note: The non-RFID asset tag will still need to be presented at the time of inventory review, or as requested by the Capital Asset Accounting team.