

Winthrop University Foundation
683 Oakland Avenue
Sykes House
Rock Hill, SC 29733

Equipment Acquisition Control (WUF-M)

This item was a:

- Purchase
- Gift-in-Kind
- Transfer

Date of Acquisition:

Object Code:

Location (Building #/Room #):

Organization/Account #:

Existing Decal Number:

Serial Number:

Quantity:

Description (noun first, model name, model number, etc. Ex: Computer, Gateway 2000)

If funding is to be partially paid by state funds:

State P.O. Number:

Department/Project:

Total Cost:

Partial Payment Cost:

This is payment # _____ of _____ payments.

Authorized Fund Administrator: _____

Date:

Authorized VP, Dean or Director: _____

Date:

This form must be completed for all purchases of capital items, as defined by Winthrop University and for all gifts-in-kind of equipment.

Submit this form with WUF-D (for purchases) or an Asset Transmittal WUF-B (for Gifts-in-Kind/transfers). Do not submit this form by itself.

Alternate Signature Authority Designation (WUF-L)