

UNIVERSITY SYSTEM OF NEW HAMPSHIRE  
FINANCIAL AND ADMINISTRATIVE PROCEDURES

**EXTERNALLY FURNISHED EQUIPMENT – USNH FORM11-020F**

**Please note:** This is a electronically enabled form that can be directly submitted via email. It can also be printed, completed and sent via campus mail. When submitting via email, simply complete the form, select the appropriate location below and send the email with the completed form attached.

**Custodial Information**

Department: \_\_\_\_\_ Banner Org: \_\_\_\_\_

Date Received: \_\_\_\_\_

Name of Furnishing Agency: \_\_\_\_\_

Banner Agency Code: \_\_\_\_\_

Address: \_\_\_\_\_

Associated Grant Name: \_\_\_\_\_

Banner Grant Code: \_\_\_\_\_

Equip Manager/Custodian: \_\_\_\_\_

Last 4 digits of Custodian ID: \_\_\_\_\_

**Information about the equipment ( Required)**

Description: \_\_\_\_\_

Serial #: \_\_\_\_\_

Model: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Estimated Value: \_\_\_\_\_

Estimated Age: \_\_\_\_\_

Condition: \_\_\_\_\_

Location: Building Name: \_\_\_\_\_

Building #: \_\_\_\_\_ Room #: \_\_\_\_\_

**Please forward all paperwork received from the provider (e.g. shipping documents) and send completed forms to:**

**For UNHD, UNHF, UNHL and UNHM**  
UNH Fixed Asset Management  
VPFA Office  
207 Thompson Hall, Durham, NH 03824  
**Phone: 862-5041**

**For KSC, PSU, GSC, and System**  
USNH Property Control  
Dunlap Center, Durham, NH 03824  
**Phone: 862-4263**