

## Non Mercer University Movable Property

**This form is used to report any property received from an outside agency to be used by any part of Mercer University on a temporary basis. Please complete the form and submit to the Fixed Asset Accountant and Operations Directorate (MERC) or the Grants and Contracts Office.**

Description of Asset:

Manufacturer:

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Serial #:

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Model #:

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NSN and Part #,  
if applicable:

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Estimated Value:

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Date Received:

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Date to be Returned:

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Current Owner:

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Department/Contract  
Responsible:

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Location and Condition:

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Description of Use:

**Attach necessary paperwork.**

\_\_\_\_\_  
Signature of Custodian

\_\_\_\_\_  
Date