



# MERC Notification of Receipt of Property

**This form is completed by MERC's Operations Directorate and submitted to the Fixed Asset Accountant.  
This serves as notice the asset has been tagged.**

Asset Number: \_\_\_\_\_

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

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

Serial Number: \_\_\_\_\_ Model Number: \_\_\_\_\_

Date Received: \_\_\_\_\_ Contract/Account #: \_\_\_\_\_

Building and  
Room Location: \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Operations Director**