



**EQUIPMENT RECEIVED BY PROJECT INVESTIGATOR /
PROJECT DIRECTOR**

Acknowledgement Form

Purchase Order (P.O.)/ Purchase Card (credit)/ Small Order Form #:

Vendor / Manufacturer: _____

Account // PRSY #: _____

Quantity : _____

Item(s)Description: _____

Serial#: _____

Model#: _____

Available Period for Tagging:

(PI's **Signature** and **Contact#**)

(Print Full Name)

(Dept. representative **Signature & Contact#**)

(Print Full Name)

NOTE:

By filling in the information above, signing your name and returning this letter to the Property Manager, You acknowledge your responsibility to have the equipment reviewed and tagged by your college's property management department within two (2) weeks of receipt;

You further acknowledge that the equipment in your possession is the property of the sponsor of your project, that you pledge to keep it in good condition and, unless sponsor guidelines state otherwise, to return it to the sponsor at the completion of the project; You understand that unreported purchases contribute to inadequate capture rate, which may lead to reduced indirect recovery rates, audit disallowances, and ineligibility for new awards; that, further, additional action may be taken by your CUNY campus officials if failure to report equipment acquired with grant funds persists.

Please contact the Purchasing Department at extension 2107 should you have any questions or require further information.

Thank you for your continued cooperation and support.

Marlon Torres

Director of Purchasing, Contracts & Property Management