University Computer Services Center
PROPERTY CARD FORM

Control No:

Property No: _____

Date Delivered/Purchased		**Supplier**	
Accountable Person		**Date Installed**	
Department/Unit		**Location**	

☐ **Printer**
☐ **AVR**
☐ **UPS**

DESCRIPTION (Brand/Capacity/Model/etc.)	Serial No.

☐ **Computer Set**

	Brand & Serial No.		Brand & Serial No.
Motherboard		**Video Card**	
Keyboard		**Sound Card**	
Mouse		**LAN Card**	
IP Address		**MAC Address**	
Computer Name			

MAINTENANCE RECORD

DATE	DETAILS/REMARKS	BY

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