

Report of Personal Property Acquired by The Pennsylvania State University (PSU)

**For purchase orders issued under Commonwealth of Pennsylvania (COP) Master Agreement
No. 4400008014**

Purchase Order No. _____ **OSP No.** _____

Budget/Fund No. _____ **Issuing COP Agency:** _____

COP Agency contact (Purchasing Agent listed on PO): _____

DGS contact: Margie Juran (mjuran@pa.gov), (Phone: 717.346-8112)

Article 4 of Exhibit A to the COP Master Agreement (available for review at:

<http://www.research.psu.edu/osp/documents/commonwealth/Master%20Agreement%204400008014.pdf>), defines Personal Property as follows:

1. Expendable property: Goods or equipment that is less than \$5,000.00 per item that is necessary for conducting the specific service within the Scope of Work excluding cell phones and related equipment. The COMMONWEALTH will not purchase cell phones or related equipment for the UNIVERSITY. Expendable property includes, but is not limited to, such items as global positioning systems (GPS), computers, microscopes, tractors, and all terrain vehicles (ATV). Expendable property does not include such items as office supplies, safety gear, ATV parts, laboratory supplies, etc.

The following expendable property was purchased under the purchase order referenced above (Commonwealth-owned property):

<u>Item</u>	<u>Cost</u>	<u>Use/Purpose</u>	<u>Location</u>
1.			
2.			
3.			
4.			

Report of expendable property issued by: _____

e-mail: _____ Phone: _____

Date: _____

2. Capital goods and capital equipment: Goods or equipment that exceeds \$5,000.00 per item.

The following capital goods and equipment were purchased under the purchase order referenced above (Commonwealth-owned property):

<u>Item</u>	<u>Cost</u>	<u>Use/Purpose</u>	<u>Location</u>
1.			
2.			
3.			
4.			

Report of capital goods or equipment issued by _____

e-mail: _____ Phone: _____

Date: _____

Per Article 4.D. of Exhibit A, PSU is required to provide the issuing COP Agency and DGS an itemized listing of all expendable property and capital goods and equipment (as defined above) purchased under COP master agreement purchase orders. This list is to be provided via email to the issuing COP Agency and DGS (contact info above) within 60 days of the completion date of the purchase order and will include a copy of the invoice for each such item.

Note for PSU Property Inventory (responsible for submitting property reports on behalf of PSU): When this report is emailed to the COP Agency/DGS, under the 'Options' tab in MS Office, select 'Request a Read Receipt'. The sender will then receive confirmation that the email/report has been viewed by the COP Agency/DGS. (Note: Other email systems may have a different mechanism for requesting read receipts.)

Per Article 4.E.1. Disposition of Property, the COP Agency will, within 60 days of receipt of this report, arrange for pick up or delivery (at COP expense) of any or all items listed above (Commonwealth-owned property).

Per Article 4.E.2, if the COP Agency does not contact PSU within 60 days of receipt of this report to arrange delivery or pick-up of any listed above (Commonwealth-owned property), such property will become the property of The Pennsylvania State University.