ATTACHMENT 3

Report of Personal Property Acquired by The Pennsylvania State University

For purchase orders issued under Commonwealth of Pennsylvania (COP)
Master Agreement No. 4400023298 (report required when Commonwealth Agency will
retain ownership of Personal Property as indicated in Attachment 2)

Purchase Order No. __________

OSP No. ___________ Budget/Fund No. ___________

Issuing COPA Agency: ______________

COPA Agency contact (Purchasing Agent listed on PO): ____________

DGS contact: Kelly Warnick
717-214-3434
kwarnick@pa.gov

Article 4 of Exhibit A to the COPA Master Agreement, defines Personal Property as follows:

1. **Expendable property**: Goods or equipment that is more than $500.00 per item but 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):

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Use/Purpose</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report of expendable property issued by (name, email, 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):

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Use/Purpose</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report of capital goods or equipment issued by (name, email, phone):____________________

Date:___________

Per Article V.B.5. of Exhibit A, UNIVERSITY is required to provide the issuing COPA Agency and DGS an itemized listing of all expendable property and capital goods and equipment (as defined above) purchased under COPA master agreement purchase orders when the COP Agency has indicated its intent to retain ownership in Attachment 2. This list is to be provided via email to the issuing COPA 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 [UNIVERSITY] Property Inventory (responsible for submitting property reports on behalf of UNIVERSITY): When this report is emailed to the COPA 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 COPA Agency/DGS. (Note: Other email systems may have a different mechanism for requesting read receipts.)

Per Article V.B.5.A.a. Disposition of Property, the COPA 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 V.B.5.A.a, if the COPA Agency does not contact UNIVERSITY 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 UNIVERSITY.