

Attachment B

MEDICAL COLLEGE OF GEORGIA FOUNDATION, INC.

This form must be completed before a check can be written to pay for equipment. It should be attached to the Check Request with the invoice and forwarded to the Medical College of Georgia Foundation, Inc.

The Foundation will forward this form and a copy of the Request for Disbursement to MCG Property Control.

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Equipment Description

Serial Number

Department Name

Equipment Location (Bldg/Room)

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Name of Person to Contact Regarding This Equipment/Supplies

Phone Number

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This donated equipment/supplies is the property of The Medical College of Georgia and is subject to the policies and restrictions relating to state owned equipment/supplies. This equipment/supplies is subject to be tagged and placed on the MCG Equipment Inventory System.