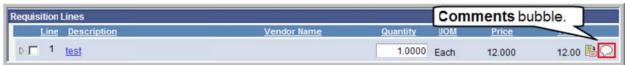
## **Capital Equipment Purchase Form**

The purpose of this form is to provide information to Accounting Services for capitalization, tagging, and asset tracking of purchases that meet capital equipment criteria (definition - cost meets or exceeds \$5,000 and has a useful life of one year or more). Please note that if you are scrapping or trading-in already existing capital equipment, you must adhere to the capital equipment policies and procedures found on the Equipment Inventory website:

https://www.northwestern.edu/controller/accounting-services/equipment-inventory/index.html

7. If multiple items are included on purchase order, please indicate which items work together to form one	 e
6. Please indicate whether this purchase is <b>new</b> , an upgrade to an already existing piece of capital equipm replacement, or if it involves the trade-in of any other capital equipment? Please list all the tag numbers of already existing capital equipment that may be associated with an upgrade or retired as a result of this p (traded-in or scrapped due to a replacement purchase):	below
5. Is this purchase associated with any other purchase order? If so, please provide all PO numbers:  6. Please indicate whether this purchase is new, an ungrade to an already existing piece of capital equipments.	ent a
4. Location of the equipment (building name and room number):	
3. Custodian Department (department under which the equipment should be listed in inventory):	
2. Name of Principal Investigator or custodian (person responsible for the equipment):	

8. Please include this form in the requisition at time of creation by clicking add attachment to the right of the line item on the review and submit page of the requisition.



For questions, please contact Equipment Services at <a href="equipment@northwestern.edu">equipment@northwestern.edu</a>.