UCLA DOLLAR $AVER NEW ADS

NOTE: You need to be an equipment custodian or authorized personnel to be able to place an ad
Email: jmancill@finance.ucla.edu OR fax: 310-794-6064

AD MONTH:		**AD CONTACT PERSON NAME:**	
DEPARTMENT NAME:		**AD CONTACT PERSON PHONE:**	
DEPARTMENT CUSTODY CODE NO.:		**AD CONTACT PERSON EMAIL:**	
EQUIPMENT CUSTODIAN NAME:		*Do you want to display contact*	
EQUIPMENT CUSTODIAN PHONE:		*person's email on ad? (Yes / No)*	
EQUIPMENT CUSTODIAN EMAIL:			
DEPARTMENT HEAD NAME:			
DEPARTMENT HEAD PHONE:			
DEPARTMENT HEAD EMAIL:			

EQUIPMENT CATEGORY (Computer, Engineering & Lab, Furniture & Office, Medical, Miscellaneous)	**PROPERTY NUMBER**	**DESCRIPTION**	**MANUFACTURER**	**MODEL**	**ACQUISITION COST**	**CONDITION** (Excellent, Good, Fair, Poor)	**UNIT SALE PRICE**	**QUANTITY (OR SPECIFY LOT)**