



**RESEARCH AND DEVELOPMENT CENTER – UPR MAYAGUEZ**

**REPORT ON EQUIPMENT ACQUIRED WITH THE  
AMERICAN EXPRESS EQTRQTCVG'CARD**

**Researcher or AMEX Card User**

Name: \_\_\_\_\_ e-Mail: \_\_\_\_\_

Title: \_\_\_\_\_ Tel. Number: \_\_\_\_\_

Card Number XXXX-XXXXX- \_aaaa\_

UFIS Account number: \_\_\_\_\_

Contact Person in charge of receiving and marking: \_\_\_\_\_

Supplier: \_\_\_\_\_

Invoice or Conduce number: \_\_\_\_\_ (Attach invoice with this form.)

Description of the equipment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Quantity: \_\_\_\_\_

Unit cost: \$ \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

Date of Delivery: \_\_\_\_\_

Funding source: Federal  State  Private  Institutional

If the equipment cannot be delivered to the R&D Center, explain the reason why and provide the location where it is going to be delivered:

\_\_\_\_\_

\_\_\_\_\_

Where will the equipment be delivered after marking?: \_\_\_\_\_

Final location for this equipment: \_\_\_\_\_

PI Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**R&D Center Delivery and Receiving Office**

Date of Receiving: \_\_\_\_\_

Date of Delivery to PI: \_\_\_\_\_

Equipment received (name): \_\_\_\_\_

Comments: \_\_\_\_\_

Name and signature of person who received the equipment: \_\_\_\_\_

\_\_\_\_\_

**UPRM Property Office**

Property number: \_\_\_\_\_

Date of marking: \_\_\_\_\_

Name and signature of persons who marked the equipment: \_\_\_\_\_

\_\_\_\_\_