

# 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>

1. Short description of equipment being purchased (what would the department users call this equipment):

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2. Name of Principal Investigator or custodian (person responsible for the equipment):

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3. Custodian Department (department under which the equipment should be listed in inventory):

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4. Location of the equipment (building name and room number):

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5. Is this purchase associated with any other purchase order? If so, please provide all PO numbers:

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6. Please indicate whether this purchase is **new, an upgrade to an already existing piece of capital equipment, a replacement, or if it involves the trade-in of any other capital equipment?** Please list all the tag numbers below of already existing capital equipment that may be associated with an upgrade or retired as a result of this purchase (traded-in or scrapped due to a replacement purchase):

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7. If multiple items are included on purchase order, please indicate which items work together to form one **Component System** or if any items operate as stand-alone equipment.

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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.



The screenshot shows a table titled "Requisition Lines" with columns: Line, Description, Vendor Name, Quantity, UOM, Price, and a final column with icons. The first row contains the value "1" in the Line column and "test" in the Description column. The Quantity is "1.0000", UOM is "Each", and Price is "12.000". A "Comments bubble." callout points to the icon column.

Line	Description	Vendor Name	Quantity	UOM	Price	
1	test		1.0000	Each	12.000	12.00 [Icons]

For questions, please contact Equipment Services at [equipment@northwestern.edu](mailto:equipment@northwestern.edu).