



“Swede” Johnson Bldg., Financial Services Dept.,
1111 N. Cherry Ave., Room 403, P.O. Box 210109
Tucson, Arizona 85721

Questions regarding this form may be directed to
fssupport@uafoundation.org or 621-5494.

Faxed Copies are not accepted.

Renovation Expense and Equipment or Supplies over \$1,000

Instructions: Please provide the following information for any renovation expense, regardless of amount, and all requests for purchase of equipment, books, furniture, supplies, etc., if cumulative total value is \$1,000 or more. Attach this form to the related signed Gift Disbursement Request form.

Contact Name: _____ **Telephone No.:** _____ **Date:** _____

Email Address: _____ **Gift Disbursement Request No.:** _____

Purpose of Payment:

Asset Information:

Description:

Acquisition Date: _____ Cost /Current Value: _____ Manufacturer: _____

Serial No.: _____ Model No.: _____ Inventory Dept. /Unit: _____

Location of Equipment/Supplies:

Dept. No.: _____ Building No.: _____ Room No.: _____