



## RECORD OF PROPERTY CONSTRUCTED - IC 2

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**DESCRIPTION:** \_\_\_\_\_

(Include Identifying UCH Numbers, Serial Numbers, Size, Color, etc.)

**CONSTRUCTED BY WHOM: Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**ESTIMATED LIFE:** \_\_\_\_\_ **PERMANENT LOCATION:** \_\_\_\_\_

**COST:**

**Personal Services:** \_\_\_\_\_

**Contractual Services:** \_\_\_\_\_

**Commodities:** \_\_\_\_\_

**Equipment:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**SIGNATURES:**

\_\_\_\_\_  
**Department Head** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Dean** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Inventory Control** \_\_\_\_\_  
**Date**

**INCLUDE A COPY OF RELEVANT DOCUMENTS.**

IC-2 Revised: 10/16/15