



Information Technology Services
Technology Equipment/Software Receipt

Date

TrackIt #

PO #/ Order #

NJCU Asset Tag # (if applicable*)

I am in receipt of the following items(s) provided by ITS:

Description of Item(s)	
Quantity	
Serial Number(s)	
Department	
Recipient Name	
Recipient Signature	
ITS Staff Signature	

* All items above \$1,000 require a NJCU Asset Tag



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