

Inventory & IP Information Request Form

This form must be filled out and returned to Lindra Blum, MS 2474, before an inventory asset number is assigned and/or new IP address is assigned to computer equipment.

Contact Information	
Owner / PI	
Phone Number	
Email Address	
Inventory Information	
Make	
Model	
Serial Number	
Brief Description	
Inventory Location (Building & Room Number)	
Date Received	
Does Item Contain Hazardous Material or Is It Radioactive?	
Special Licensing Required?	
IP Address for Computer Equipment	
Physical Hardware Address for Computer Equipment	: : : : :

Instructions: Physical Hardware Address (12 hexadecimal characters (0-9, A-F only) divided into 6 pairs. Example: 00:12:34:5A:BC:DE . Following the directions below to find you physical hardware address:

Windows 2000, or XP:

Click the **Start Menu** button on the Windows taskbar.

Click **Run . . .**

Type **cmd** in the text box that appears.

A **Command Prompt** window should appear.

In the **Command Prompt** window, type **ipconfig /all** and press **Enter**.

Take care to read the IP address from the correct adapter.

Windows Vista:

Click the **Start Menu** button on the Windows taskbar.

Type **Command Prompt** in the search window box.

Double click the **Command Prompt** application that appears in the results.

A **Command Prompt** window should appear.

In the **Command Prompt** window, type **ipconfig /all** and press **Enter**.

Take care to read the IP address from the correct adapter.

Max OS X:

Click on the **Apple Menu** at the top left of the screen, then click on **Location**, then **Network Preferences**.

A Network window should appear.

From the **Show:** pulldown menu, select **Built-in Ethernet**.

Click on the **Ethernet tab**.

The Physical Address appears after the heading **Ethernet ID**.

I verify that all computer equipment has anti-virus software installed and will be kept current according to SAP 24.99.99.M1.23 which states software to safeguard against malicious code shall be installed and functioning on susceptible information resources that have access to the University Network.

Signature of Owner, Title, Date

Departmental Use Only

Please Do Not Write In The Box Below

Doc #			
Asset #	02	06	07

IP Address	
Host Name	
Date Received	
Date Created	
Date Sent	
Date Disabled	
Date Deleted	