

## Addition to Fixed Assets Inventory

The following item of equipment is University owned and should be added to the fixed assets inventory. If the item was purchased through the University and not through the Foundation or donated, no further documentation is required.

Supporting documentation must be attached to verify the purchase price for Foundation purchases (i.e. packing slip, invoice, etc.) and donations (appraised value). Please complete the \* required fields. Print or save a copy of the document for your files.

Action\*: (YOU MUST SELECT ONE OF THE ITEMS BELOW)

\_\_\_\_\_ Donation(gift)                  \_\_\_\_\_ Transferred from another University (Agency)  
\_\_\_\_\_ Fabricated                        \_\_\_\_\_ Found  
\_\_\_\_\_ Purchased

Banner Index/Account Charged \* \_\_\_\_\_

PO/PCO #\* \_\_\_\_\_                  eVA purchase    Point of sale    Foundation Funds  
(YOU MUST SELECT ONE OF THE ABOVE ITEMS IF PURCHASED)

Item Description\*: \_\_\_\_\_

Manufacturer\*: \_\_\_\_\_ Invoice Cost (including freight)\*: \_\_\_\_\_

Model Number\*: \_\_\_\_\_ Date Received\*: \_\_\_\_\_

Serial Number\*: \_\_\_\_\_

Current Location

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

Building\*: \_\_\_\_\_ Floor: \_\_\_\_\_ Room\*: \_\_\_\_\_

If Donation:

Name of the person or \_\_\_\_\_

Organization donating                  Name    Phone  
the equipment:

\_\_\_\_\_ Address

Submitted by:

Name/Title\* \_\_\_\_\_ Date \*: \_\_\_\_\_

For Material Management Use

Action: \_\_\_\_\_ Tag #: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

For Fixed Asset Use

Action: \_\_\_\_\_ Tag #: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_