

Addition to Fixed Assets Inventory

The following item of equipment is University owned and should be added to the fixed assets inventory.

Supporting documentation must be attached to verify the purchase price for all purchases including Foundation (i.e. packing slip, invoice, purchase order, 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 Agency	_____ Aggregate
_____ Fabricated	_____ (Agency) Found	_____ Grant
_____ Purchased	_____ Financed/Leased Purchase	

Banner Index*: _____ Account Code*: _____

PO/PCO#* _____ eVA Purchase _____ Point of Sale _____ Foundation Funds _____
(YOU MUST SELECT ONE OF THE ABOVE ITEMS IF PURCHASED)

ETF# _____ (if applicable)

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 the equipment	Name _____	Phone _____
	Address _____	

Submitted by :

Name/Title* _____ Date*: _____

Please submit to Kelly Anderson, Fixed Assets in Eason Hall 213D

For Fixed Asset Use

Action: _____ Tag #: _____ Processed by: _____ Date: _____

Action: _____ Tag #: _____ Processed by: _____ Date: _____