

ASSET INFORMATION FORM

Only For Use When Purchasing an Asset on a Purchasing Card

ASSET NUMBER

1. COMPLETE SHADED AREAS.
2. SEND ORIGINAL ASSOCIATED INTER-ACCOUNT BILL*, ASSET INFORMATION FORM, AND RECEIPT/INVOICE TO ACCOUNTING AND FINANCE IN SPARKS HALL

* INTER-ACCOUNT BILL SHOULD SHOW THE CHARGE BEING MOVED INTO CORRECT EQUIPMENT ACCOUNT 727XXX.

ROOM	DEPT	BLDG	MANUFACTURER'S NAME	MODEL	SERIAL NUMBER

ASSET TYPE	QTY	STANDARD DESCRIPTION

ACQUISITION DATE	ORIGINAL COST	VENDOR NAME	LAST FOUR DIGITS OF CARD

PURCHASING CARD HOLDER NAME (PRINT)	DEPARTMENT NAME

QUESTIONS SHOULD BE DIRECTED TO THE PROPERTY SERVICES COORDINATOR AT 270-809-4435.