

ASSET INFORMATION FORM

Only for Use When Purchasing an Asset on a Purchasing Card
 All fields are required, incomplete forms will be returned

ASSET NUMBER

1. COMPLETE ONE FORM FOR EACH TAGGABLE ASSET (FORMS MUST BE TYPED)
2. SEND THIS ASSET INFORMATION FORM, RELATED INTER-ACCOUNT BILL, AND RECEIPT/INVOICE TO ACCOUNTING AND FINANCE IN SPARKS HALL

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

SELECT ONE OPTION TO INDICATE THE PHYSICAL LOCATION OF THE ASSET:

	LOCATION LISTED BELOW		SERVICE DESK NORTH APPLIED SCIENCE BLDG.		COLLEGE OF _____ TECH. SUPPORT CONTACT: _____
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ASSET DESCRIPTION	ASSET TYPE	ACQUISITION DATE (DATE RECEIVED ON CAMPUS)

MAKE	MODEL	MANUFACTURER NAME	SERIAL NUMBER

LN #	ORIGINAL COST	PERMANENT LOCATION BUILDING	PERMANENT LOCATION ROOM/SUITE
_ _ _ _			

PURCHASING CARD HOLDER	DEPARTMENT	LAST 4 DIGITS OF PCARD	VENDOR
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