

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: _____