

ROSE HULMAN INSTITUTE of TECHNOLOGY
FIXED ASSET NOTIFICATION FORM

USE of FORM

This form is required to be completed for all fixed or moveable assets purchased, loaned or donated to the Institution with an individual value of \$2,500 or more. Please complete the information below upon RECEIPT or DISPOSAL or SALE of the asset and return to ADS.

Acquisition of Asset

Date: _____

☐

New Item

☐

Used Item

☐

Leased Item

Otag # _____ Ptag # _____ PO # _____

Asset Description _____

Insurance Value \$ _____

Make _____

Model _____

Manufacturer _____

Serial Number/VIN _____

Titled to: (check one)

Institute ☐
Federal ☐
State ☐

Item Location:

Bldg: _____
Room: _____

Ownership:

Custodian: _____
Equip Mgr: _____

Tagged By: _____ Date: _____

Entered By: _____ Date: _____

Disposal or Sale of Asset

RHIT Tag # _____ Date: _____

Asset Description: _____

Disposed of by: _____

Method of Disposal: Sold ☐ Scrapped ☐ Recycled ☐ Donated ☐

Sold to: _____

Amount of Sale: \$ _____ Credited to Acct: _____

Disposal or Sale Authorized by: _____

Signature