ASAC Capital Property Inventory Form

- Include any equipment or furniture with a value of $100 or more at time of acquisition
- Mark purchase price or donor value with E if an estimate (E $600)
- Items of many parts to be functional are to be recorded as one item such as
  PC + monitor + keyboard + mouse = Computer
- Dates if known use MM/DD/YYYY, if estimated use MM/YYYY or YYYY
- Bar Code sticker will be issued later for attachment to high value items
- AAC = *Anchor Age Center, Inc* MOA = *Municipality of Anchorage* SOA=*State of Alaska* UNK=*Unknown*

Bar Code #		Description	
Quantity		Make	
☐ Purchase Price ☐ Donor Value	per unit	Model #	
Acquisition Date		Serial #	
Funding Source	☐ AAC ☐ MOA ☐ SOA ☐ Donor ☐ Grant ☐UNK	Status	☐ In service ☐ Out of Service ☐ Not usable ☐ UNK
Ownership	☐ AAC ☐ MOA ☐ SOA ☐ Donor ☐UNK	Location (room #)	
Department		Employee	

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