



# Fixed Assets Accounting

## Addition to Equipment Inventory

The following item of equipment is University owned and should be added to the equipment inventory. Supporting documentation must be attached to verify the purchase price (or appraised value if the purchase price is not known), the acquisition date, the location of the asset, and method of acquisition (e.g. donation, fabrication, transfer from another University, credit card, etc.).

Action: (Check applicable box)

<input type="checkbox"/> Donation (gift)	<input type="checkbox"/> Transferred from another University (Agency)
<input type="checkbox"/> Fabricated	<input type="checkbox"/> MasterCard
<input type="checkbox"/> Found	<input type="text"/> Index Number

Equipment Description:

Name of item: \_\_\_\_\_

Model No: \_\_\_\_\_ Actual Acquisition Cost: \_\_\_\_\_

Serial No: \_\_\_\_\_ Date Received: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Current Location:

Department: \_\_\_\_\_

Building: \_\_\_\_\_ Floor: \_\_\_\_\_ Room: \_\_\_\_\_

If A Donation:

Name of the person or organization donating the equipment: \_\_\_\_\_  
Name Phone

Address

Submitted By:

Signature/Title

Date

Please complete the appropriate fields. Print the document and fax to 828-1404 or mail to Fixed Assets, Box 843035. Keep a copy for your files.

For Property Management Use

Action: \_\_\_\_\_ Tag #: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_