

ASSET INFORMATION FORM



ASSET NUMBER

ROOM	DEPT	BLDG	MANUFACTURER'S NAME	MODEL	SERIAL NUMBER

ASSET TYPE	QTY.	STANDARD DESCRIPTION

ACQUISITION DATE	ORIGINAL COST

FUND – <u>O</u> RGANIZATION – <u>P</u> ROGRAM – <u>A</u> CCOUNT - <u>L</u> OCATION	DEPARTMENT NAME

**NOTE: COMPLETE SHADED AREAS AND ATTACH A COPY OF ALL APPLICABLE SUPPORT DOCUMENTATION
(RECIPT, QUOTE, PACKING SLIP, AND/OR INVOICE)**

MAIL TO INVENTORY SERVICES OR FAX TO 809-3408

QUESTIONS SHOULD BE DIRECTED TO INVENTORY SERVICES AT 809-4435.