



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)

___ Donation (gift)

___ Transferred from another University (Agency)

___ Fabricated

MasterCard

Found

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: _____