

ASSET ACQUISITION FORM

(To be completed by originating department/program when asset is received)

Asset

Description _____

Vendor _____

Manufacturer _____

Model Number _____

Serial Number _____

Condition (new/used) _____

Purchase Order # _____

Program Name & # _____

Location/Custodian _____

Date Acquired _____

Purchase Price _____

Funding Source

Does the asset cost \$5,000 or more? Yes No

If yes, is the asset purchased with federal dollars? Yes No

If yes, please provide:

Federal CFDA # _____ - _____

Percentage of Federal Participation in item cost _____ %

Tag Number/Bar Code # _____

Fiscal, NWRDC, or Technology Services will assign and permanently affix a tag number to the asset. If the asset is not conveniently located, the tag will be sent to the appropriate location to be affixed to the asset.

Form completed by:

Signature Date

Custody accepted by:

Signature Date

Asset added to Listing by:

Signature Date