



**FIXED ASSET ADDITION FORM**

Please complete this form and include it with your invoice and purchase order/requisition of any assets.  
All documents should be submitted to the Procurement Office

Asset Acquisition Date: \_\_\_\_\_

Asset Description: \_\_\_\_\_

Model Number: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Acquisition Source (Vendor) \_\_\_\_\_

Unit Cost: \_\_\_\_\_ Number of Assets: \_\_\_\_\_

Location: \_\_\_\_\_ Room #: \_\_\_\_\_

P.O. Number \_\_\_\_\_ P.O. Date \_\_\_\_\_

Amount of PO: \_\_\_\_\_

*Office use only:*

Asset Number: \_\_\_\_\_

Date Asset was Tagged: \_\_\_\_\_

Completed By: \_\_\_\_\_