

FIXED ASSET DATA SHEET

Originating Department

(Please check one)

Addition

Transfer

Disposal

Date Received

Account Number if New Purchase

Account Number if Transfer

Vendor Name

Manufacturer

Item Description

Asset Tag Number:

Serial Number:

Model Number:

Model Year:

Reason for Disposal

Estimated Disposal Value:

Signature

Date Signed

Purchasing Division

Purchase Order Number:

Total Cost:

Asset Number:

Entered By

Date Entered

This sheet must be completed and accompanied by pink copy of purchase order at time of payment.