

# FIXED ASSET REPORTING FORM

Attached to this form is a copy of an invoice and additional information for a fixed asset. Please fill out the following information for this asset:

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

Acquisition Date: \_\_\_\_\_  
(Date Asset was delivered on campus)

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

Manufacturer: \_\_\_\_\_

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

Department Responsible for Asset: \_\_\_\_\_

Building where Asset is located: \_\_\_\_\_

Estimated Useful Life in Years: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

An inventory on this asset will be conducted once every 3 years (every other year if this asset was purchased with grant funds). Please be sure to note the location of this asset. If it is moved, please contact our office with the new location. If this asset is disposed of, please fill out and return to our office a Fixed Asset Disposal Form. This form is located on our website.

This form should be filled out as soon as possible and returned by email (if possible) to  
Jolene Rabena, Financial Operations.  
Please contact Jolene at extension 1602 if you have any questions.

For Financial Operations Use Only:

Tag Number: \_\_\_\_\_