



# Capital and Controlled (Grant) Asset Form

Please complete the applicable section, sign and date

New Acquisition

PO #	P00	Cost	
Decal#		Organization #	
Description			
Make			
Model			
Serial #			
Location Code		Date Received	
<i>Refer to Location Listing Report</i>			

Transfer

PO # (if known)			
Decal #		Acquiring Organization's #	
Description			
Serial #			
New Location Code		Effective Date of Transfer	
<i>Refer to Location Listing Report</i>			

Retirement

PO # (if known)			
Decal #		Retiring Organization's #	
Condition	Obsolete	Non-repairable	Stolen
			<i>Notify Campus Police</i>
	Other	Trade-In	
Description			
Serial #			
Storage Location Code		Effective Date of Retirement	
<i>Refer to Location Listing Report</i>			
<b>For Plant Use Only. This item is to be:</b>			
Auctioned	Traded-In	e-recycled	Other

For Business Office Use

Ptag N000

Otag T000

Date received

Date Processed & Initials

Capital Asset? Y N

Grant Asset? Y N

Asset Category: E5 E1 NC

Grant Source

Grant Award #

Notes:

Line Item #:

Invoice #:

Custodian's (Org Manager) Printed Name

Custodian's (Org Manager) Signature (Only Required for Retirements, Transfers, & Donations) Date

Equipment Manager's Printed Name (For Grant Asset Acquisitions)

Equipment Manager's Signature (Only Required for Grant Retirements, Transfers, & Donations) Date

Plant Operations' Printed Name

Plant Operations' Signature Date