



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 _____

Refer to Location Listing Report

Transfer

PO # (if known) _____ Acquiring _____

Decal # _____ Organization's # _____

Description _____

Serial # _____

New Location Code _____ Effective Date of Transfer _____

Refer to Location Listing Report

Retirement

PO # (if known) _____ Retiring _____

Decal # _____ Organization's # _____

Condition Obsolete _____ Non-repairable _____ Stolen _____ Trade-In _____

Notify Campus Police

Other _____

Description _____

Serial # _____

Storage Location Code _____ Effective Date of Retirement _____

Refer to Location Listing Report

For Plant Use Only. This item is to be:

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