



Capital and Controlled (SBDC Grant) Asset Form

Please complete the applicable section, sign and date

New Acquisition

PO #	PO-	Cost \$	
Decal#		Cost Center#	
Description			
Make			
Model			
Serial #			
Location		Date Received	
<i>Campus (Allen, Celina, CHEC, Courtyard, Farmersville, Frisco, McKinney, Plano, PTSC, Rockwall, Technical, Wylie) & Room#</i>			

Transfer

PO # (if known)			
Decal #		Acquiring Cost Center#	
Description			
Serial #			
New Location		Effective Date of Transfer	
<i>Campus (Allen, Celina, CHEC, Courtyard, Farmersville, Frisco, McKinney, Plano, PTSC, Rockwall, Technical, Wylie) & Room#</i>			

Retirement

PO # (if known)			
Decal #		Retiring Cost Center#	
Condition	<input type="checkbox"/> Obsolete <input type="checkbox"/> Non-repairable <input type="checkbox"/> Too costly to maintain <input type="checkbox"/> Trade-In <input type="checkbox"/> Other		
Description			
Serial #			
Storage Location		Effective Date of Retirement	
<i>Campus (Allen, Celina, CHEC, Courtyard, Farmersville, Frisco, McKinney, Plano, PTSC, Rockwall, Technical, Wylie) & Room#</i>			
For Plant Use Only. This item is to be:			
<input type="checkbox"/> Auctioned <input type="checkbox"/> Traded-In <input type="checkbox"/> recycled <input type="checkbox"/> Other			

For Business Administrative Services Use Only

Asset ID# BA-

Date received

Date Processed & Initials

Depreciate Profile
 Straight Line 5 years
 Straight Line 10 years
 Straight Line 15 years
 Straight Line 20 years
 Straight Line 50 years

Asset Type
 Inventoriable Y N
 Grant Y N

Asset Class:

 Grant Source

 Grant Award #

Spend Category:

Depr. Cost Center: CC9998

Vendor Name:

Line Item #:

Invoice #:

Cost Center Manager - Printed Name	
Cost Center Manager's Signature	Date
Asset Coordinator - Printed Name (for grant acquisitions)	
Asset Coordinator's Signature (for grant acquisitions)	Date
Plant Operations' Printed Name	
Plant Operations' Signature	Date

Send completed form to Lisa Morman, Fixed Asset Coordinator at lmorman@collin.edu, CHEC 328B, x1897.