



# Capital and Grant Asset Form

Please complete the applicable section, sign and date

New Acquisition

PO # \_\_\_\_\_ Cost \_\_\_\_\_  
 Decal# \_\_\_\_\_ Organization # \_\_\_\_\_  
 Description \_\_\_\_\_  
 Make \_\_\_\_\_  
 Model \_\_\_\_\_  
 Serial # \_\_\_\_\_  
 Location \_\_\_\_\_ Date Received \_\_\_\_\_  
*Campus (Allen, CHEC, CPC, CYC, SCC, PRC or Rockwall)*  
 & Room # \_\_\_\_\_

Transfer

PO #<sup>②</sup>(if known) \_\_\_\_\_ Acquiring \_\_\_\_\_  
 Decal # \_\_\_\_\_ Organization's # \_\_\_\_\_  
 Description \_\_\_\_\_  
 Serial # \_\_\_\_\_  
 New Location \_\_\_\_\_ Effective Date of \_\_\_\_\_  
*Campus (Allen, CHEC, CPC, CYC, SCC, PRC or Rockwall)*  
 & Room # \_\_\_\_\_ Transfer \_\_\_\_\_

Retirement

PO #<sup>②</sup>(if known) \_\_\_\_\_ Retiring \_\_\_\_\_  
 Decal # \_\_\_\_\_ Organization's # \_\_\_\_\_  
 Condition Obsolete \_\_\_\_\_ Non-repairable \_\_\_\_\_ Too costly to maintain \_\_\_\_\_ Trade-In \_\_\_\_\_  
 Other \_\_\_\_\_  
 Description \_\_\_\_\_  
 Serial # \_\_\_\_\_  
 Storage Location \_\_\_\_\_ Effective Date of \_\_\_\_\_  
*Campus (Allen, CHEC, CPC, CYC, SCC, PRC or Rockwall)*  
 & Room # \_\_\_\_\_ Retirement \_\_\_\_\_  
**For Plant Use Only. This item is to be:**  
 Traded- \_\_\_\_\_ e- \_\_\_\_\_  
 Auctioned \_\_\_\_\_ In \_\_\_\_\_ recycled \_\_\_\_\_ Other \_\_\_\_\_

**For Business Administrative Services Use Only**

Ptag N000 \_\_\_\_\_

Otag T000 \_\_\_\_\_

Date received \_\_\_\_\_

Date Processed & Initials \_\_\_\_\_

Capital Asset? Y N

Grant Asset? Y N

Both? Y N

Grant Source \_\_\_\_\_

Grant Award # \_\_\_\_\_

Notes: \_\_\_\_\_

Line Item #: \_\_\_\_\_

Invoice #: \_\_\_\_\_

\_\_\_\_\_  
Custodian's (Org Manager) Printed Name

\_\_\_\_\_  
Custodian's (Org Manager) Signature Date

\_\_\_\_\_  
Equipment Manager's Printed Name (for grant acquisitions)

\_\_\_\_\_  
Equipment Manager's Signature (for grant acquisitions) Date

\_\_\_\_\_  
Plant Operations' Printed Name

\_\_\_\_\_  
Plant Operations' Signature Date

Send completed form to Natalie Pegram, Fixed Asset Accountant at CHEC 333.