

HOW TO: Fill out this Fixed Asset NEW ASSET form

This form needs to be completed for ALL new assets with a value of greater than \$5000, which are highly susceptible to theft, and/or can be used for more than one (1) year. This also includes assets purchased with Perkins or SBDC Grant funds \$500 or more.

Requester's name and current date on the first line

1. Asset Detail Section

- a. *Item Description:* Briefly describe what the asset is. (Ex. Library Imaging Book Scanner)
- b. *Purchase Order:* The purchase order used to make the purchase.
- a. *Cost Center:* Cost center number listed on the purchase order.
- b. *Asset Tag Number:* 9-digit code found on the barcode that is affixed to the asset. (Ex. CC000100)
- c. *Make/Model:* The brand or manufacturer if listed on product.
- d. *Serial Number:* The serial number should be found somewhere on the item, the length of the series of numbers/letters will vary. Please double check the number to make sure it is correct and legible.
- e. *Room Number:* Location where the asset will be permanently stored.
- f. *Campus Location:* Campus where the asset will be permanently located.

2. Asset Contact Section

- a. *Department Contact's Name:* Individual responsible for knowing where the asset is at all times.
- b. *Date Received:* Date the asset was received.

3. Communication Detail Section:

- a. Please sign the form once completed.
- b. Enter the current date.

4. SCAN AND EMAIL paperwork to Fixed Assets Dept for processing within 3-5 business days of receipt:

- a. Make a copy of this form to keep for your records.
- b. Scan and forward to Plant Ops located at your campus. (If possible, please include photo of asset to help locate for inventory purposes.)