



## NEW INVENTORY/FIXED ASSET FORM

USE THIS FORM TO REPORT ACTIVITY OF PURCHASED, GIFTED OR DONATED INVENTORY AND FIXED ASSETS

**(Please enter N/A if Not Applicable)**

**\*MUST BE COMPLETED**

\*DATE ACQUIRED: \_\_\_\_\_

\*PURCHASE ORDER NUMBER: \_\_\_\_\_

\*WAS ASSET PURCHASED WITH GRANT FUNDS?      YES      NO

\*IF YES, GRANT NUMBER \_\_\_\_\_

\*PURCHASE DATE: \_\_\_\_\_

\*GIFTED?      YES      NO

\*DONATED?      YES      NO

\* QUANTITY: \_\_\_\_\_

\*PURCHASE COST: \$ \_\_\_\_\_

\*ASSET TAG NUMBER: \_\_\_\_\_

\*ASSET DESCRIPTION: \_\_\_\_\_

\*VIN/SERIAL NUMBER: \_\_\_\_\_

\*MODEL NUMBER: \_\_\_\_\_

\*CONDITION IF GIFTED/DONATED: \_\_\_\_\_

\*DEPARTMENT CODE: \_\_\_\_\_

\*ROOM/LOCATION: \_\_\_\_\_

\*COMPLETED BY: \_\_\_\_\_

\*CONTACT NUMBER: \_\_\_\_\_

APPROVER

ENTERED IN FINANCIAL SOFTWARE BY: \_\_\_\_\_ DATE: \_\_\_\_\_