

Fixed Asset Card

(Return to Finance within 5 days from acceptance of equipment)

Asset Tag No _____ PO No _____ PO Date _____

Qty _____ Asset Description _____

Manufacturer _____ Model No _____

Date Received _____ Serial No _____ Unit Price _____

(Includes: Sales Tax, Freight, Installation)

Location:

Building _____ Room _____ Department Contact _____

Department _____ Division _____ Extension _____

Account Information:

Fund _____ Dept _____ Object _____ Project _____ Amount _____

Fund _____ Dept _____ Object _____ Project _____ Amount _____

Fund _____ Dept _____ Object _____ Project _____ Amount _____

Fund _____ Dept _____ Object _____ Project _____ Amount _____

Comments:

Instructions

1. Placement of Tag: affix the property tag number in a clear and visible location, preferably in front of the equipment.
2. Fill in serial number, location of the equipment, and date received.
3. Return this card (FAC) to Finance.

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