

FIXED ASSET ACQUISITION

TO BE COMPLETED AND SUBMITTED
WHEN YOU SUBMIT INVOICE FOR PAYMENT
OR WHEN ASSET IS DONATED

Use a separate form for each asset number.

If asset is **purchased**, complete Section I.

If asset is **donated**, complete Section II.

SECTION I (Purchase of Fixed Asset)

Asset Number _____

Item Description _____

Serial Number _____

Model _____

School Location _____ ^{4 Character Maximum} Room Number _____

Date of Purchase _____

P.O. Number _____ Vendor Name _____

Fund/Function/Object/Unit _____

Purchase Amount _____

Section II (Donation of Fixed Asset)

Asset Number _____

Item Description _____

Donated by _____

Serial Number _____

Model _____

School Location _____ ^{4 Character Maximum} Room Number _____

Date of Donation _____

Value at Time of Donation _____

FOUR CHARACTER MAXIMUM FOR ROOM NUMBERS