

**ASSET INFORMATION FORM
FIXED ASSET MANAGEMENT SYSTEM
ACQUISITIONS**

Date Submitted to Public Services Dept: _____

Submitted by: _____ Dept: _____

| Item # | Asset Tag # | Description | Manufacturer | Model | Serial Number | Acquisition Method (1) | Cost | Fund Code (2) (AP520-7) | Dept Code (AP520-8) | Location Code (AP520-9) | Date Received |
|--------|-------------|-------------|--------------|-------|---------------|------------------------|------|----------------------------|------------------------|----------------------------|---------------|
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(1) Acquisition Method: (1) Purchase; (2) Donation; (3) Lease; (4) Construction; (5) Other, explain: _____
(Include supporting documents eg: purchase order # _____, letters, lease)

(2) Fund Code: If Grant Funds, show Grant # _____; Grantor/Agency _____; Grant Period _____

Public Services Dept Approval: _____ Date: _____

Finance Dept Approval: _____ Date: _____ AP: _____ GL: _____