

# FIXED ASSET ADDITION FORM

Description: \_\_\_\_\_

Quantity: \_\_\_\_\_ Asset # (Business Office Use): \_\_\_\_\_

Asset Group Type (circle one):

B BUILDING IMPROVEMENTS	CS COMPUTER SOFTWARE	F FURNITURE	LV LICENSED VEHICLES
CH COMPUTER HARDWARE	E EQUIPMENT	IC INTERIOR CONSTRUCTION	OE OUTDOOR EQUIPMENT
CR CARPET REPLACEMENT	EP ELECTRICAL/PLUMBING	KE KITCHEN EQUIPMENT	S SITE IMPROVEMENT

Manufacturer: \_\_\_\_\_

Model #: \_\_\_\_\_

Serial #: \_\_\_\_\_

Barcode: \_\_\_\_\_ Misc Code: \_\_\_\_\_

Donated: (Y/N) Price/Value upon acquisition \$: \_\_\_\_\_

Useful Life: \_\_\_\_ Years

Remaining Life (if not acquired new): \_\_\_\_ Years

Bldg: \_\_\_\_\_ Dept: \_\_\_\_\_ Room: \_\_\_\_\_

Date Acquired: \_\_\_\_\_ PO Number: \_\_\_\_\_ ASN: \_\_\_\_\_

Vendor: \_\_\_\_\_

Was fixed asset purchased with Grant Funds: (Y/N) Grant Name: \_\_\_\_\_

\_\_\_\_\_  
Building Administrator/Department Head Signature

\_\_\_\_\_  
Date