

**NEW FIXED ASSETS ADDITIONS**

TO \_\_\_\_\_ LOCATION # \_\_\_\_\_  
 (BUILDING NAME)

\_\_\_\_\_ New Equipment  
 \_\_\_\_\_ Purchased  
 \_\_\_\_\_ Donated

\_\_\_\_\_ Used Equipment  
 \_\_\_\_\_ Purchased  
 \_\_\_\_\_ Donated

PO# \_\_\_\_\_ Vendor Name \_\_\_\_\_ Vendor # \_\_\_\_\_ Paid Date \_\_\_\_\_  
 Received Date \_\_\_\_\_ Program # \_\_\_\_\_ Fund #1 #2 #4 Warrant # \_\_\_\_\_  
 Invoice # \_\_\_\_\_

ASSET #	DESCRIPTION	MFGR	MODEL NAME	MODEL #	SERIAL #	STEWD/RM#	COST/VALUE

Entered By \_\_\_\_\_  
 Date Entered \_\_\_\_\_