ACQUISITION OF FIXED ASSET(S)
Property Control Section of Finance – Central Office

Name of School/Department: _____

We have been notified by the Accounting Department that your school/department has received the following fixed asset:

_____
(Description)

Attach is a fixed asset identification tag that must be placed on the fixed asset item mentioned above. Complete the boxed section below and return the white copy to Property Control. Your timely response and cooperation is appreciated. Call Property Control at 338-2276 if you have any questions.

Manufacturer: _____

Serial No. _____ **Model No.** _____

Room No. _____ **Program** _____

Complete by: _____

**********OFFICE USE ONLY**********

Fixed Asset Tag No. _____

Date completed and sent to location: _____ By: _____
(Initials)

Send original to Property Control – Fixed Assets. Keep a copy for your records.