

FIXED ASSET FORM

COMPLETED BY: PURCHASE ORDER ORIGINATOR

Company Name & Address: _____

Expenditure Account Number: _____

Item Cost: _____

Manufacturer: _____

Is purchase subject to quotes or bid? Yes ___ No ___
If yes, attach quote documentation, bid # or state contract #.

Year/Make/Model: _____

Item Description: _____

Form Uploaded to Skyward: Y ___ N ___

Site: _____

Date: _____

Building: _____

Submitted By: _____

Room: _____

Printed Name: _____

COMPLETED BY: BOOKKEEPER/ORIGINATOR UPON PURCHASE ORDER APPROVAL

Purchase Order Number: _____

Date of Approved Purchase Order: _____

*Copy of Purchase Order & Property Form
Sent to Facilities Dept. Y ___ N ___

Sender Signature: _____

*Copy of Purchase Order & Property Form Sent to IT
Department for Technology Purchases?
Y ___ N ___

Date: _____

Printed Name: _____

COMPLETED BY:
FACILITIES DEPARTMENT PROPERTY
RECORD CLERK

Invoice Number: _____

Voucher Number: _____

Serial Number: _____

Property Records Number: _____

Received by: _____ **Building:** _____ **Room #:** _____
Sign

Print Name: _____ **Date:** _____

TO BE COMPLETED BY IT DEPARTMENT ONLY

Received for Processing (Signature): _____

Date: _____