NEW ASSET RECEIPT FORM

INSTRUCTIONS: Please return this form to the Property Control Office (SERV Building), upon receipt of a new asset. Multiple forms may be required if your order is not shipped all at once. If you have any questions, please call the Property Control Office at 420-2016.

Please select on option and complete the appropriate information:

☐ Purchase Order issued by the Purchasing Office. Purchase Order Number ________

☐ P-Card Charge made through the Purchasing Office. P-Cardholder Name ____________

☐ P-Card Charge made within the department. P-Cardholder Name_______________

☐ On-Line Order. Vendor Name______________ Order Date _______Order #______

For P-Card and on-line orders, please send a copy of any invoice, packaging slip or other paperwork in support of the purchase with this form.

<table>
<thead>
<tr>
<th>Asset Description</th>
<th>Manufacturer</th>
<th>Serial #</th>
<th>Model</th>
<th>Cost</th>
<th>BLDG</th>
<th>Room #</th>
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If the item(s) received are components to an existing asset, please provide the barcode tag number/property tag color, serial number and/or purchase order number of the asset.

   Barcode tag number: __________________
   Purchase order number of existing asset: _________________
   Serial number of existing asset: ______________________

State Inventory Account #: __________________
Contact Person: ___________________
Phone: ___________________
Asset Acquisition Date: __________________

End-User/Contact person – email address: __________________