

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 contact Ambar Batista at x2625.

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.

Asset Description	Manufacturer	Serial #	Model	Cost	BLDG	Room #

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: _____