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.

<table>
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<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: __________________________