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| FIXED ASSET FORM |
| **COMPLETED BY: PURCHASE ORDER ORIGINATOR** |
| Company Name & Address:  | Date of Approved Purchase Order:  |
| Cost:  | Year/Make/Model:  |
| Manufacturer: | Expenditure Account Number:  |
| Purchase Order Number: | Item Description:  |
|  |  |
| Site/ Custodian:  | Building: Room:  |
| Form Uploaded to Focus Y \_\_\_\_ N \_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Submitted By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **COMPLETED UPON *PURCHASE ORDER* APPROVAL** |
| Copy of Purchase Order & Property Form Sent to Facilities Dept. Y \_\_\_\_\_ N \_\_\_\_\_ | Sender Signature:  |
| Date: | **Printed Name:**  |
| **COMPLETED BY:****FACILITIES DEPARTMENT PROPERTY RECORD CLERK** | 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: |