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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: | |