

FIXED ASSET ITEM

Please attach a barcode tag to the piece of equipment, record all information below and **submit this form as soon as possible.**

Thank you for your cooperation!

VENDOR: _____

PO #: _____

DATE OF PURCHASE: _____

FIXED ASSETS ITEM: _____

COST OF ITEM: _____

BARCODE TAG NUMBER: _____

BRAND/MODEL NUMBER: _____

SERIAL NUMBER: _____
(if applicable)

LOCATION OF ITEM: Building: _____

Room Number: _____

EQUIPMENT TAGGED BY: _____

DATE: _____