



VCU

Controller's Office, Fixed Assets Accounting Addition to Equipment Inventory

The following fixed asset equipment is University owned and should be added to equipment inventory.

Supporting documentation **must be** attached to verify the purchase price (or appraised value if the purchase price is not known), the acquisition date, the location of the asset, and method of acquisition (e.g. donation, fabrication, transfer from another University, credit card, etc.).

Action: (Check applicable box)

<input type="checkbox"/> Donation (gift)	<input type="text"/>	Index Number (required)
<input type="checkbox"/> Fabricated	<input type="checkbox"/> MasterCard (P-card)	
<input type="checkbox"/> Found	<input type="checkbox"/> Transferred from another University (Agency)	

Equipment Description:

Name of item: _____

Model #: _____ Actual Acquisition Cost: _____

Serial #: _____ Date Received: _____

Manufacturer: _____ Contact Person: _____

Current Location:

Department: _____

Building: _____ Floor: _____ Room: _____

If A Donation: Include name of person or organization donating equipment.	_____	_____
	Name	Phone
	_____	_____
	Address	

Submitted By: _____

Print Name / Signature / Title

Date

Please complete the appropriate fields.

Send documents to Fixed Assets: Mail: Box 843035

Email: fixedassets@vcu.edu

Keep a copy for your files.

For Property Management Use:			
Action: _____	P-Tag #: _____	O-Tag #: _____	Date: _____