

FIXED ASSET ACQUISITION FORM

Date Place in Service

Asset Category

Description (include W.O. number)

Location

Manufacturer

Model

Serial Number

Unit Number

Reporting Business Unit Object

Account

Useful Life (months)

Unit Cost

Quantity

Total Cost

Does this asset replace another?

Yes

No

If YES, please complete Asset Disposal

Form Completed by Project Manager

Accounting use only

Asset number assigned

Fund

Financing Source

Depreciation Business Unit

Depreciation Object