

NEW ASSET RECEIPT FORM

INSTRUCTIONS: Please return this form to the Property Control Office (SERV Building), upon receipt of a new asset. Multiple forms may be required if your order is not shipped all at once. If you have any questions, please call the Property Control Office at 794-6122.

Please select on option and complete the appropriate information:

- ☐ Purchase Order issued by the Purchasing Office. Purchase Order Number _____
- ☐ P-Card Charge made through the Purchasing Office. P-Cardholder Name _____
- ☐ P-Card Charge made within the department. P-Cardholder Name _____
- ☐ On-Line Order. Vendor Name _____ Order Date _____ Order # _____

For P-Card and on-line orders, please send a copy of any invoice, packaging slip or other paperwork in support of the purchase with this form.

Asset Description	Manufacturer	Serial #	Model	Cost	BLDG	Room #

If the item(s) received are components to an existing asset, please provide the barcode tag number/property tag color, serial number and/or purchase order number of the asset.

Barcode tag number: _____

Purchase order number of existing asset: _____

Serial number of existing asset: _____

State Inventory Account #: _____

Contact Person: _____

Phone: _____

Asset Acquisition Date: _____

End-User/Contact person – email address: _____