New Acquisition Sheet

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Top section to be completed by Department (Complete in detail and forward to Finance with invoice payment documents)** | | | | | | | | | | | | | | | | | | | | | |
| Submitted By: | | | |  | | | | | | | | | | | Date: | | | |  | | |
| Owner Department: | | | |  | | | | | | | | | | | Payment Account #: | | | |  | | |
| Type of Asset: | | | |  | Computer | |  | | | Vehicle | |  | | | Other Fixed Asset ($ 1,000.00 and up) | | | | | | |
|  | | | |  | Printer | |  | | | Rolling Stock | |  | | | | | | | | | |
|  | Copier | |  | | | Rolling Stock Attachment | | | | | | |  | | | | |
| Description: | | | |  | | | | | | | | | | | | | | | | | |
| Manufacturer: | | | |  | | | | | | | | | | | | | | | | | |
| Model: | | | |  | | | | | Model Year: | |  | | | | | Serial #: | |  | | | |
| Purchased From: | | | |  | | | | | | | | | | | | | | | | | |
| Purchased Date: | | | |  | | | | | | | |  | | Purchase Amount: | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | |
| To be completed by FM or TS Clearing Agent | | | | | | | | | | | | | | | | | | | | | |
| FM/TS Asset #: | | |  | | | | | | | | | | | | Tagged  Not Tagged | | | | | | |
| Assigned By: | | |  | | | | | | | | | | | | Date Assigned: | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | |
| To be completed by Finance Department | | | | | | | | | | | | | | | | | | | | | |
| Asset #: | |  | | | | | | | | | | | | | | | | |  | | |
| Classification: | |  | | | | | | | | | | | | | | | | |  | | |
| Reporting category (Check One): | | | | | |  | | Controlled | | | | |  | | Capital | | | |  | | |
| Depreciation Status (Check One): | | | | | |  | | Non-Depreciable | | | | |  | | Depreciable | | | |
| Check #: |  | | | | |  | | | | | | | | | | | | | | | |
| Input By: |  | | | | | | | | | | | | | | Input Date: | | | |  | | |
| Notes: |  | | | | | | | | | | | | | | | | | | | | |
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