Phone: 662-223-4384 Fax: 662-223-5379

ADD AN ASSET FORM PURCHASE/DONATION

	Request Date:
Asset Code	
Location	
Building	
Room	
Classification	
Group	
PO Number	
Description	
Vendor	
Date of Purchase	Check #
Purchase Amount	Claim #
Life Expectancy	Depreciate
Manufacturer	Salvage
	Value
Serial No.	Model #