

New Asset Information Form

Complete this form for equipment purchases (single item exceeding \$1,000)

Departmental Information

Responsible Person: _____

Building Number: _____

Room Number: _____

Asset Information

Quantity: _____

Asset Description: _____

Model Number: _____

Serial Number: _____

Estimated Value of the Asset: _____

UofA Titled: Yes No

*Attach Sponsor approval if required by the funding source.