Clear Form

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Instructions

FIXED ASSET COVER SHEET

This Fixed Asset is:

- ☐ A stand-alone fixed asset paid for in one payment.
- ☐ A stand-alone fixed asset paid for in installments (first payment).
- ☐ A stand-alone fixed asset paid for in installments (second-final payment).**
- ☐ A fixed asset to which other parts will be added.
- ☐ A fixed asset part to be added to a previously purchased asset.**
- ☐ Several fixed assets paid for on one invoice.
- ☐ Other _____

New Asset Information:

Asset Description (Name): _____

Manufacturer:	_____	In Service Date:	_____
Model:	_____	Acquisition Date:	_____
Serial Number:	_____	Purchase Price:	_____
Responsible Org:	_____	Useful Life:	_____
Purchasing Org:	_____	Salvage Value (if any):	_____
Location:	_____		

Previously Purchased Asset Information:**

Asset Description (Name): _____

Fixed Asset No:	_____	PV No:	_____
Manufacturer:	_____	Purchase Price:	_____
Model:	_____	Acquisition Date:	_____

**If the fixed asset will be part of another fixed asset, or if this is an installment payment, complete the Previously Purchased Asset Information section.

For AOC Use Only

Fixed Asset No: _____

FA No: _____

PV No: _____