



Fixed Asset Acquisition Form

Fixed Asset ID No: _____
(New numbers assigned by Auditor's Office)

Description: _____

General Location: _____ Specific Location: _____

Manufacturer: _____ Year: _____

Model: _____ License Plate Number: _____

Serial/VIN Property No.: _____

Acquisition Date: _____

Original Cost: _____ Cost Adjustment: _____

G/L Account: _____ Project/Sub Project: _____

Department: _____ Assigned Employee: _____

Comments:

Department Approval: _____ Date: _____

Entered By: _____ Date: _____