

New Asset Form			
Asset Tag Number:			
Description:			
Manufacturer:			
Serial Number:		Model number:	
Room Number:			
Vendor Asset Purchased From:			
Reporting Employee Name:			
<i>Below is for Office Use:</i>			
Owner:		Condition:	
Quantity:			
Unit Cost:		Purchase Date:	
Useful Life:		Purchase State:	New Used
Class:		Sub Class:	
Replacement Cost Change Factor:		Depreciable:	Yes No
Other Information:			