

## New Asset Acquisition Form

This form documents "Capitalized Equipment" (tangible, non-consumable property with a unit acquisition cost of \$5,000 or more) and "Non-Capitalized Equipment" based on cost, use, benefit, and risk analysis.

<b>Date:</b>	
<b>PO Number:</b>	
<b>Serial Number:</b>	
<b>Model:</b>	
<b>Tag Number:</b> (To be Determined)	
<b>Custodian:</b>	
<b>Department:</b>	
<b>Location:</b> (Building/Room Number)	

<b>Contact Name:</b>	
<b>Asset Management:</b>	