

## Asset Management New Asset Acquisition Form

Use form to document "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 of misuse or misappropriation analysis. Fill and return form for any direct department deliveries to: [assetmanagement@fullerton.edu](mailto:assetmanagement@fullerton.edu)

<b>New Asset Acquisition Information</b>	
Purchase Date:	
Purchase Order Number or P-Card Info:	
Department Account Info:	
Equipment Serial Number:	
Model Info or Description:	
Property Asset Tag Number:	
Asset ID Number:	
Custodian:	
Department ID:	
Location (Building/Room Number):	

<b>Office Use Only</b>		
Entered in CFS/PeopleSoft: Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Comments:		
Asset Management Staff Name:	Signature:	Date: