

1. Which budget unit will be the custodian for this asset?

Coordinating-  
Cost Center # \_\_\_\_\_

Dept. Name: \_\_\_\_\_ Ext: \_\_\_\_\_

Dept. Contact: \_\_\_\_\_

Office Address: \_\_\_\_\_

2. Where will the asset be located?

Building: \_\_\_\_\_ Room: \_\_\_\_\_

3. Is this asset a component of or related to an existing asset or replacement of a part for an existing asset?

Yes No

*If yes, what is the existing asset's tag number?* \_\_\_\_\_

*Does the new asset extend the life of the related asset?* Yes No

*If yes, approximately how many years will be added to the life of the related asset?* \_\_\_\_\_

4. Are additional components of this asset being ordered on separate purchase requisitions?

Yes No

*If yes:* Purchase Requisition #: \_\_\_\_\_

Additional Component Description: \_\_\_\_\_

5. Mark the category below that best describes this asset:

\_\_\_ Agricultural, Electrical & Mechanical Equip.

\_\_\_ Automobiles & ATV's

\_\_\_ Bus

\_\_\_ Computer Hardware/Peripheral Equip

\_\_\_ Computer Software

\_\_\_ Construction Equipment

\_\_\_ Fire Arms & Equipment

\_\_\_ Marine & Watercraft

\_\_\_ Medical Equipment

\_\_\_ Office Furniture & Fixtures

\_\_\_ Office Machinery & Equipment

\_\_\_ Printing & Publishing Equipment

\_\_\_ Radio, Audio & Visual Equipment

\_\_\_ Recreation & Athletic Equipment

\_\_\_ Research/Experimentation Asset

\_\_\_ Telephone Equipment

\_\_\_ Trailers & Trailer Containers

\_\_\_ Truck, Heavy (13,000 lbs or more)

\_\_\_ Truck, Light (<13,000 lbs)

\_\_\_ Other: \_\_\_\_\_

***Please complete this form, save it and attach it to the Workday Requisition.***