

1. Which budget unit will be the custodian for this asset? BU#: \_\_\_\_\_  
 Department Name: \_\_\_\_\_ Ext: \_\_\_\_\_  
 Department Contact: \_\_\_\_\_  
 Office Physical 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 of an existing asset?

Yes  No

*If yes, what is the existing assets' 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:

- |  |  |
|--|--|
| <input type="checkbox"/> Agricultural, Electrical & Mechanical Equipment | <input type="checkbox"/> Office Machinery & Equipment      |
| <input type="checkbox"/> Automobiles & ATV's                             | <input type="checkbox"/> Printing & Publishing Equipment   |
| <input type="checkbox"/> Bus   | <input type="checkbox"/> Radio, Audio & Visual Equipment   |
| <input type="checkbox"/> Computer Hardware/Peripheral Equipment          | <input type="checkbox"/> Recreation & Athletic Equipment   |
| <input type="checkbox"/> Computer Software                               | <input type="checkbox"/> Research/Experimentation Asset    |
| <input type="checkbox"/> Construction Equipment                          | <input type="checkbox"/> Telephone Equipment               |
| <input type="checkbox"/> Fire Arms & Equipment                           | <input type="checkbox"/> Trailers & Trailer Containers     |
| <input type="checkbox"/> Marine & Watercraft                             | <input type="checkbox"/> Truck, Heavy (13,000 lbs or more) |
| <input type="checkbox"/> Medical Equipment                               | <input type="checkbox"/> Truck, Light (<13,000 lbs)        |
| <input type="checkbox"/> Office Furniture & Fixtures                     | <input type="checkbox"/> Other: _____                      |

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