



Capital Asset Information Form

Exhibit A

Transaction Type:	Addition	Disposal	[System Asset Number]
Asset Description:*			
Make:*			
Model:*			
Serial Number:*			
Tag/Reference/Vehicle #:*			
Asset Type:*			
Acquisition Date:*			
Purchase Order Number:*			
Assigned Location:*			
Project Number (If Applicable):			
Check Date:*			
Check Number:*			
Vendor Number:*			
Vendor Name:*			
Purchase Cost (See Note):*			
G/L Account Number:*			
Comments (Optional):			

Form Completed By: _____

Date: _____

* Required field

Shaded areas to be completed by Finance staff only

Note - Cost of the asset includes shipping and handling, delivery fees, installation fees, and any other costs incurred to get the asset ready for use.