Eastern Illinois University
Department of Procurement,
Disbursements & Contract Services
1135 Old Main
600 Lincoln Avenue
Charleston, IL 61920

FIXED ASSETS TAG REQUEST FORM FOR P-CARD PURCHASES

Transaction ID (from PaymentNet)_____

Complete this form for each equipment purchase made via the P-Card that requires an Eastern Illinois University inventory tag. **Tags will not be assigned until all information has been submitted to the Business Office.**

Equipment is defined as "an item $100.01 and greater and has a useful life of one year or longer."

Cardholder Name:_____Dept:_____Phone:_____

Organization number(s) equipment paid from:_____

Account number(s) equipment paid from:_____

Organization number equipment should be inventoried to:_____

Equipment Location Information

Building Number:_____Building Name:_____Room Number:_____

Custodian/Financial Manager:_____ Equipment Manager:_____

Department contact person (to send tag to):_____

Asset Information

If the receipt/invoice includes more than one item designated as equipment, please notate each item individually below or use a separate cover sheet for each item.

Quantity Purchased:_____

Unit/Each Price:_____

Asset Description:_____

_____

Model Number:_____

Manufacturer Name:_____

Serial Number:_____

If purchase is for audio visual equipment, computer equipment, or computer peripherals (items that connect to a computer or are used with a computer), please indicate:

***Approved by _____on _____**
(name) (date)

*The designated approving department or person as indicated on the Prohibited P-Card Use list in the Purchasing Card Policy and Procedures Manual.

IMPORTANT: Please attach this cover sheet to a copy of the itemized receipt/invoice for any equipment purchase and send to Joni Lutz in the Business Office as soon as possible. Please make note of the Transaction ID number on the receipt in case this form is separated from the receipt.

Revised 4/5/11