

# ASSET CONTROL FORM

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## NEW ASSETS

ASSET #: \_\_\_\_\_  
DESCRIPTION: \_\_\_\_\_  
CLASS: \_\_\_\_\_  
FUND & DEPT: \_\_\_\_\_  
TAG LOCATION: \_\_\_\_\_  
DATE ACQUIRED: \_\_\_\_\_  
ASSET TO BE STORED AT: \_\_\_\_\_  
SERIAL / VIN #: \_\_\_\_\_  
MANUFACTURER: \_\_\_\_\_  
VENDOR: \_\_\_\_\_  
PO #: \_\_\_\_\_  
INVOICE #: \_\_\_\_\_  
CHECK #: \_\_\_\_\_  
LIFE EXPECTANCY: \_\_\_\_\_  
COST \$: \_\_\_\_\_  
PAID FROM GL #: \_\_\_\_\_

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## ASSET DISPOSAL

ASSET #: \_\_\_\_\_  
SERIAL / VIN #: \_\_\_\_\_  
DESCRIPTION: \_\_\_\_\_  
DISPOSAL REASON: \_\_\_\_\_  
DISPOSAL METHOD: circle one: Auctioned / Transferred / Junked  
OLD FUND & DEPT: \_\_\_\_\_  
NEW FUND & DEPT (if applicable): \_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_  
AUTHORIZED DATE: \_\_\_\_\_

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