

ROSE-HULMAN INSTITUTE of TECHNOLOGY ASSET ACQUISITION FORM

USE of FORM

This form is required to be completed for all equipment, vehicles or furniture purchased, loaned or donated to the Institution with an individual value of \$5,000 or more. Please complete the information below upon RECEIPT of the item and return to Administrative Services.

Description of Item

Invoice Date: _____

New Item

Used Item

IAIT Tag # _____

Ptag # _____

PO # _____

Asset Description _____

Insurance/Asset Value \$ _____

Make _____

Model _____

Manufacturer _____

Serial Number/VIN _____

Tagged By: _____

Date: _____

<u>Item Location:</u>	<u>Ownership:</u>
Bldg: _____	Custodian: _____
Room: _____	Equip Mgr: _____

For Internal Use Only by Admin Services

Titled to: (check one)

Institute _____

FFADEPR Set _____

Federal _____

FFAADJF Set _____

State _____

Otag # _____

Entered By: _____

Date: _____