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

☐ New Item  ☐ Used Item  IAIT Tag # ______________

Ptag # ______________  PO # ______________

Asset Description __________________________________________

Insurance/Asset Value $ ______________

Make ______________________________________________________

Model ______________________________________________________

Manufacturer _______________________________________________  

Serial Number/VIN __________________________________________

Tagged By: ______________  Item Location: ______________  Ownership: ______________

Date: ______________  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: ______