

## RESA 1 FIXED ASSET INVENTORY ADDITIONS

### TO BE COMPLETED BY THE ORIGINATOR

Description:	
Location:	Room:
Serial Number:	
Manufacturer:	
Model Number:	
PO Number:	Date of Purchase:
Unit Cost:	Funding Source:
Vendor Name:	
Invoice Number:	
Method of Acquisition: (P-Purchased, D-Donated)	
Condition: (N-New, U-Used, G-Good, F-Fair, P-Poor)	
Signature of Originator: _____	
Date: _____	

### TO BE COMPLETED BY CENTRAL OFFICE

Asset Number:
Description Code:
Category:
Classification Code:
Account Code:
Tagged By:
Entered By:
Date Entered: