



School City of Mishawaka

Asset Addition Form

BASIC ASSET INFORMATION

Asset Tag Number	_____	Attached Tag	_____
Acquisition Date	_____	Condition of Asset	_____
Acquisition Method	_____	Vendor Name	_____
Acquisition Cost	_____	PO Number	_____
Description	_____	Manufacturer	_____
Type/Class	_____	Model Number	_____
Quantity	_____	Serial Number	_____

PHYSICAL LOCATION

Site _____

Building _____

Room _____

USER DEFINED FIELDS

Assigned To	_____	Location	_____
Add'l Fund/Grant	_____	Donated By	_____
E-Rate Funding Year	_____	JSCP Tag #	_____
E-Rate FRN #	_____	Cable ID #	_____

ASSET DEPARTMENTS

Fund Number(s) _____

ADDITIONAL NOTES/COMMENTS:

Name

Date

Date Entered into Fixed Asset Program _____ Initials _____