



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Date _____

Asset Information Form

Type of Purchase:	_____
Date of Purchase:	_____
Document:	_____
Credit Card Holder:	_____
Description of Equipment Purchased:	_____
Department:	_____
Location of Equipment:	_____
Serial #:	_____
Model #:	_____
Manufacturer:	_____
Asset Amount:	_____
Additional Comments:	_____
Preparer's Name:	_____
Preparer's Phone Number:	_____

Please send this form along with a copy of the sales receipt, invoice or packing slip to the Fixed Assets Department.



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FIXED ASSET DEPARTMENT CONTROLLED ITEMS

Controlled At Any Cost

Black Berries
Camcorders
Computers
Digital Cameras
Handguns
IPads
IPhones
Laptops/Notebooks
Machine Guns
Palm Pilots
Projectors
Rifles
Scanners
Shotguns

Items Controlled at a Cost of \$1000.00 to \$4999.99

All-Terrain Vehicles
Balances
Centrifuges
Fax Machines
Flat Screen Monitors
Golf Carts
HD Television/Monitors
Incubators and Accessories
Oscilloscopes
Printers
Servers
Stereo Systems
Televisions