



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