

# PROPERTY ACQUISITION SHEET

DESCRIPTION OF PROPERTY

Date \_\_\_\_\_

Bar Code Number \_\_\_\_\_

Description \_\_\_\_\_

Manufacturer \_\_\_\_\_

Model \_\_\_\_\_

Serial Number \_\_\_\_\_

Quantity \_\_\_\_\_

FUNDING INFORMATION

Date of Purchase Order \_\_\_\_\_

Purchase Order Number \_\_\_\_\_

Invoice Number \_\_\_\_\_

Check Number \_\_\_\_\_

Unit Cost (Each) \_\_\_\_\_

Federally Funded  Yes  No

Funding Code \_\_\_\_\_

ISSUED TO

Campus/Dept Number \_\_\_\_\_

Room \_\_\_\_\_

Room Code \_\_\_\_\_

Receiving Authority Name \_\_\_\_\_

Signature \_\_\_\_\_