

Exhibit A

Purchasing Department Fixed Assets Reporting Form

1. Equipment Acquisition

College Name/Number: _____ WA State TAG Number: _____
Equipment Description: _____ Quantity: _____
Purchase Order Number: _____ Date of Purchase: _____
Manufacturer: _____ Model Number: _____
Serial Number: _____ Initial Acquisition Cost: _____

2. Equipment Acquisition Date and Location

Building Name /Abbreviation: _____ Room #: _____
Date of Receipt of Asset: _____ Department: _____
Information Provided by: _____ Date: _____
Phone No: _____ Email Address: _____

3. Equipment Relocation

Relocation only, check here: Transfer and Relocation check here

Department: _____
Building Name: _____ Room #: _____
Information Provided by: _____ Date: _____
Phone No: _____ Email Address: _____

4. Equipment Surplus or Scrap Request

Date declared Surplus: _____ Requestor's Name: _____
Date of Request: _____ Phone: _____ Email: _____

5. Equipment Lost or Stolen Report

Date lost/stolen: _____ Date of Security/Police Report (please attach copy) _____
Information Provided by _____ Date: _____
Phone No _____ Email address _____

6. Additional Information:

Information Provided by _____ Date: _____
Phone No: _____ Email address: _____

Exhibit A - Instruction

Instruction for filling out the Fixed Assets Reporting form:

- 1. Complete Sections 1 and 2 for any Capitalized Equipment and Small & Attractive Asset and provide exact location info. Save this form online for future use.*
- 2. Fill out Section 3 if equipment is relocated OR if it is transferred to another department or College.*
- 3. Complete Section 4 for equipment being surplusd or sold or scrapped.*
- 4. Complete Section 5 for lost or stolen equipment – be sure to attach the Police Report to this form.*
- 5. Note any additional information needed or questions on Section 6.*
- 6. Email this form to FixAsset@seattlecolleges.edu, stating Purchase Order and TAG numbers in the subject line.*