

**FIXED ASSET ADDITION CHECKLIST**

Chart: \_\_\_\_\_

Tagability: \_\_\_\_\_

D Tag: \_\_\_\_\_

Grant Purchase? \_\_\_\_\_

Grant #: \_\_\_\_\_

Grant PI: \_\_\_\_\_

O Tag: \_\_\_\_\_

Addition from CIP? \_\_\_\_\_

P Fund # \_\_\_\_\_

Amount \$ \_\_\_\_\_

P Tag: \_\_\_\_\_

Gift? \_\_\_\_\_

Sage Number: \_\_\_\_\_

Primary Tag: \_\_\_\_\_

Asset Description: \_\_\_\_\_

Asset Type Account:

Acc Depr Account:

Acquisition Date: \_\_\_\_\_

In Service Date: \_\_\_\_\_

Serial/Part #: \_\_\_\_\_

Model #: \_\_\_\_\_

Vehicle Tag # \_\_\_\_\_

Responsible DPA: \_\_\_\_\_

Building: \_\_\_\_\_

Room#: \_\_\_\_\_

GL Charge Codes (FOAPAL): \_\_\_\_\_

**Confirmation Documents**

Vendor	Invoice #	Amount	Purchase Order	Work Order

Capitalized Asset Total: \_\_\_\_\_

**Funding Sources**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Asset Entered by: \_\_\_\_\_

Date: \_\_\_\_\_

Asset Capitalized by: \_\_\_\_\_

Cap Doc #: \_\_\_\_\_

Date: \_\_\_\_\_

Depreciation Record Set Up by: \_\_\_\_\_

Date: \_\_\_\_\_

FAR Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Tag Created