

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: _____

Asset Entered by: _____

Date: _____

Asset Capitalized by: _____

Cap Doc #: _____

Date: _____

Depreciation Record Set Up by: _____

Date: _____

FAR Manager: _____

Date: _____

Tag Created