



# FIXED ASSET ADDITION FORM

(For Financial & Administrative Services Only) Origination Tag #: \_\_\_\_\_ Permanent Tag #: \_\_\_\_\_

**This form is used to add primary assets and/or components to the fixed asset module of Banner Finance. Please complete a separate form for each asset.**

Department, Faculty, School:

Purchase Order Number:

### ASSET INFORMATION

Description:

Acquisition Date:

Make/Model:

Manufacturer:

Serial #:

Part No. /Vehicle Tag:

Total Acquisition Cost:

Location (Bldg. /Room #):

Asset Type:

Internal Tag #:

### FOAPAL:

If addition is a **Component\*** of another asset, please provide Tag or PO number of primary asset:

If **attachments\*\*** were purchased, on this PO, for the above asset, please list description & serial # below.

Description	Serial #	Description	Serial #
1.		2.	
3.		4.	

Prepared by:

Date:

Please forward this form to Department of Financial and Administrative Services. A copy of the form will be returned to you with a Permanent Tag Number.

\*Component indicates as association with the primary asset and may be used as a standalone item. It will have its own tag number.  
\*\*Attachment indicates an integral relationship with the primary asset; it cannot be used without the primary asset.