Asset Information

Instructions

Email the completed for	m and the sales recei	pt or invoice to	distribution	_services@uta.edu.	
Details					
Acquisition Type:	Purchase Order	ProCard	Gift	Fabrication	
	Transfer to UTA	Other			
Acquisition Date	Cost Center or Project ID				
Credit Card Holder		or PO#-Line(s)			
Equipment Description					
Department Department ID					
Equipment Location: Building		Locati	Location ID (123-123)		
Custodian Name		Cu	stodian ID _		
Model #		Seri	al #		

Additional Comments

Distribution Services Use Only

UTA Tag # ______ Asset ID # _____

Manufacturer _____ Asset Amount _____

Preparer Name ______ Preparer Phone _____