



Property Management
Asset Information Form

Form BF-PGS-F6
10/22/2019

Acquisition Type: [] Purchase Order [] ProCard [] Gift [] Fabrication [] Transfer to UTA Other _____

Billing Date: _____ Cost Center or Project ID: _____

Credit Card Holder: _____ or PO #: _____

Description of Equipment Purchased:

[Empty box for equipment description]

Acquisition Department: _____ Department ID: _____

Location of Equipment: Building: _____ Room: _____

Custodian Name: _____ Custodian ID: _____

Model #: _____ Serial #: _____

Manufacturer: _____

Asset Amount: _____

Additional Comments: _____

Preparer's Name: _____

Preparer's Phone Extension: _____

Scan and email this form along with the sales receipt or invoice to the Central Receiving Office:

PHONE 817-272-2191

EMAIL central_receiving@uta.edu

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.

Property Management
Official Internal Use Only:

UTA Tag#: _____

Asset ID#: _____

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Administration UTS139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.