



Eastern Illinois University  
Department of Procurement,  
Disbursements & Contract Services  
1135 Old Main  
600 Lincoln Avenue  
Charleston, IL 61920

## FIXED ASSETS TAG REQUEST FORM FOR P-CARD PURCHASES

Transaction ID (from PaymentNet) \_\_\_\_\_

Complete this form for each equipment purchase made via the P-Card that requires an Eastern Illinois University inventory tag. **Tags will not be assigned until all information has been submitted to the Business Office.**

*Equipment is defined as "an item \$100.01 and greater and has a useful life of one year or longer."*

Cardholder Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization number(s) equipment paid from: \_\_\_\_\_

Account number(s) equipment paid from: \_\_\_\_\_

### Equipment Location Information

Building Number: \_\_\_\_\_ Building Name: \_\_\_\_\_ Room Number: \_\_\_\_\_

Custodian/Financial Manager: \_\_\_\_\_ Equipment Manager: \_\_\_\_\_

Department contact person (to send tag to): \_\_\_\_\_

### Asset Information

*If the receipt/invoice includes more than one item designated as equipment, please notate each item individually below or use a separate cover sheet for each item.*

Quantity Purchased: \_\_\_\_\_

Unit/Each Price: \_\_\_\_\_

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

Model Number: \_\_\_\_\_

Manufacturer Name: \_\_\_\_\_

Serial Number: \_\_\_\_\_

**IMPORTANT:** Please attach this cover sheet to a copy of the itemized receipt/invoice for any equipment purchase and send to Mike Hutchinson in the Business Office as soon as possible. Please make note of the Transaction ID number on the receipt in case this form is separated from the receipt.