

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:	De	ept:	Phone:
Organization number(s	e) equipment paid fro	m:	
Account number(s) equ	uipment paid from:		
Equipment Location In	formation		
Building Number:	Building Name:		Room Number:
Custodian/Financial Manager:		Equipr	nent Manager:
Asset Information If the receipt/invoice inclination Item individually below o Quantity Purchased:	r use a <u>separate</u> cove	r sheet for ea	
Asset Description:			
Model Number:			
Manufacturer Name:			
Serial Number:			
			uipment, or computer peripherals mputer), please indicate:
*Approved by	_		on
	(name)		(date)

*The designated approving department or person as indicated on the Prohibited P-Card Use list in the Purchasing Card Policy and Procedures Manual.

IMPORTANT: Please attach this cover sheet to a <u>copy</u> of the itemized receipt/invoice for any equipment purchase and send to Joni Lutz 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.