

**Asset Maintenance Form***(Please send completed form to Property Control)*

	New Asset	Change From	Change To
Inventory Tag No.			
Date Received			
Description			
Org Code			
Fund Code			
Location Code			
Value			
Donor (if gift)			
Manufacturer			
Model			
Serial No.			

	Inventory Number	Transfer From			Transfer To		
		Fund Code	Org Code	Loc Code	Fund Code	Org Code	Loc Code
1.							
2.							
3.							
4.							
5.							

Reason/Notes

	Requestor	Transferee (if transferring)
Name		
Department		
Phone No.		
Date		

Business Office Use	
Doc No.	
Updated	
Date	