



**SEND COMPLETED FORM TO:**

Purchasing Department, Kathy Heck  
[purchasing@uwsp.edu](mailto:purchasing@uwsp.edu) or inner campus mail to: Main 041  
 Phone: 715-346-4543

**REQUESTING DEPARTMENT NAME:** \_\_\_\_\_

Department Contact (Asset Manager): \_\_\_\_\_ Ext: \_\_\_\_\_ Email: \_\_\_\_\_

*Please complete additional form if more than 2 items are being added.*

ITEM #1				
PO #	Description		Serial Number	Model Number
Acquisition Date	Date 1st put into Service	Vendor Name	Manufacture	Amount of Item
Building Name/#	Room Number	Funding Source (Dept ID and \$ if split)	Funding Source (Dept ID and \$ if split)	

ITEM #2				
PO #	Description		Serial Number	Model Number
Acquisition Date	Date 1st put into Service	Vendor Name	Manufacture	Amount of Item
Building Name/#	Room Number	Funding Source (Dept ID and \$ if split)	Funding Source (Dept ID and \$ if split)	

**REQUIRES TWO ORIGINAL SIGNATURES:**

_____	_____	_____
Asset Manager Signature	Date	Extension
_____	_____	_____
Department Chair, Dean, Director, or Administrator Signature	Date	Extension

**INTERNAL USE ONLY**

ASSET INFORMATION		
	Item #1	Item #2
Asset Tag Number:		
Commodity Code:		
Useful Life:		

EXECUTION
Signed by: _____
Sign Date: _____
Notes: _____

REVIEWED/APPROVED		
Received: _____		
Added to Database: _____		
Date Asset Tagged:		