

1. Which budget unit will be the custodian for this asset? Cost Center # \_\_\_\_\_  
 Dept. Name: \_\_\_\_\_ Ext: \_\_\_\_\_  
 Dept. Contact: \_\_\_\_\_  
 Office Address: \_\_\_\_\_

2. Where will the asset be located?  
 Building: \_\_\_\_\_ Room: \_\_\_\_\_

3. Is this asset a component of or related to an existing asset or replacement of a part for an existing asset?

Yes No

*If yes, what is the existing asset's tag number?* \_\_\_\_\_

*Does the new asset extend the life of the related asset?* Yes No

*If yes, approximately how many years will be added to the life of the related asset?* \_\_\_\_\_

4. Are additional components of this asset being ordered on separate purchase requisitions? Yes No

*If yes:* Purchase Requisition #: \_\_\_\_\_  
 Additional Component Description: \_\_\_\_\_

5. Mark the category below that best describes this asset:

- |   |  |
|---|--|
| <input type="checkbox"/> Agricultural, Electrical & Mechanical Equip. | <input type="checkbox"/> Office Machinery & Equipment      |
| <input type="checkbox"/> Automobiles & ATV's                          | <input type="checkbox"/> Printing & Publishing Equipment   |
| <input type="checkbox"/> Bus  | <input type="checkbox"/> Radio, Audio & Visual Equipment   |
| <input type="checkbox"/> Computer Hardware/Peripheral Equip           | <input type="checkbox"/> Recreation & Athletic Equipment   |
| <input type="checkbox"/> Computer Software                            | <input type="checkbox"/> Research/Experimentation Asset    |
| <input type="checkbox"/> Construction Equipment                       | <input type="checkbox"/> Telephone Equipment               |
| <input type="checkbox"/> Fire Arms & Equipment                        | <input type="checkbox"/> Trailers & Trailer Containers     |
| <input type="checkbox"/> Marine & Watercraft                          | <input type="checkbox"/> Truck, Heavy (13,000 lbs or more) |
| <input type="checkbox"/> Medical Equipment                            | <input type="checkbox"/> Truck, Light (<13,000 lbs)        |
| <input type="checkbox"/> Office Furniture & Fixtures                  | <input type="checkbox"/> Other: _____                      |

***Please complete this form, save it and attach it to the Workday Requisition.***