



## WILKES UNIVERSITY FIXED ASSET WORKSHEET

The following item of equipment is University owned and should be added to the equipment inventory. Supporting documentation must be attached to verify the purchase price (or appraised value if the purchase price is not known), the acquisition date, the location of the asset, and method of acquisition (e.g. donation (gift), Purchase, fabrication, etc.).

**Action:**

Donation (Gift) ☐ Purchased ☐ PO #:

If A Donation, name of the person or organization donating the equipment:

**Equipment Description:**

Item Name:			
Manufacturer:		Date Received:	
Serial #:		Model #:	

**Equipment Location:**

Department		Building	
Floor:		Room Number:	

**Authorization:**

Signature: \_\_\_\_\_ Date:

Name:

Please complete the appropriate fields above. Print the document and fax to (570) 408-7849 or interoffice mail to: Controller's Office, Fixed Assets, UCOM Building.  
Keep a copy for your files.

For Controller's Office Use Only

Invoice #:		Vendor Name:	
PO Number:		Cost:	
T-Tag Number:		P-Tag Number:	