



Capital Asset Acquisitions

Overview: When acquiring or modifying a capital asset, please use the following form to assist in completing the purchase requisition. For more information on what constitutes a capital asset and what can be capitalized, please [visit the Capital Asset Management website](#).

Asset information

Asset or asset system: ☐ Individual asset ☐ Multiple assets* (quantity: _____)
☐ Single asset system ☐ Multiple asset systems* (quantity: _____)

PO/requisition number (if known): _____ **Account number:** _____

PO/requisition line number* (if known): _____

**Multiple assets or asset systems being created/modified by more than one line item may require additional copies of this form.*

Location (building name): _____ **Location (room number):** _____

Asset note text: _____

Asset description: _____

Acquisition information

Transaction type: ☐ Modification of existing capital asset (complete following field)

Asset number: _____

☐ New capital asset (complete following fields)

Asset type code: _____

[See list of available asset type codes](#)

Model number: _____

Mark "N/A" if unknown

Manufacturer: _____

Leave blank if same as vendor on the purchase order (PO)

Receiving outside of current fiscal year (FY)? ☐ Yes ☐ No

Capitalized costs: ☐ Cost of assembling the asset ☐ Fabrication ☐ Cost of Installation
☐ Preparing the site and asset ☐ Capital lease ☐ In-transit insurance
☐ Other service (specify): _____