



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): _____