



Eastern Illinois University  
Department of Procurement,  
Disbursements & Contract Services  
1135 Old Main  
600 Lincoln Avenue  
Charleston, IL 61920

## FIXED ASSETS TAG REQUEST FORM FOR P-CARD PURCHASES

Transaction ID (from PaymentNet) or PO # \_\_\_\_\_

Complete this form for each equipment purchase made via the P-Card that requires an Eastern Illinois University inventory tag.

*Equipment is defined as "an item \$100.01 and greater and has a useful life of one year or longer."*

Cardholder Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization number(s) equipment paid from: \_\_\_\_\_

Account number(s) equipment paid from: \_\_\_\_\_

### Equipment Location Information

Building Number: \_\_\_\_\_ Building Name: \_\_\_\_\_ Room Number: \_\_\_\_\_

Custodian/Financial Manager: \_\_\_\_\_ Equipment Manager: \_\_\_\_\_

Department contact person (to send tag to): \_\_\_\_\_

### Asset Information

*If the receipt/invoice includes more than one item designated as equipment, please notate each item individually below or use a separate cover sheet for each item.*

Quantity Purchased: \_\_\_\_\_

Unit/Each Price: \_\_\_\_\_

Asset Description: \_\_\_\_\_

Model Number: \_\_\_\_\_

Manufacturer Name: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Tag Number Issued: \_\_\_\_\_

***Please fill out the highlighted sections and return to Jacob Reeks in the Business Office (Old Main 1137).***

***Thank you***