



# Fixed Asset



## Addition to Equipment Inventory

The following fixed asset equipment is GSCC owned and should be added to 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, fabrication, transfer from another College, credit card, etc.).

**Action:** (Check applicable)

<input type="radio"/> Donation (gift)	<input type="radio"/> College Bought	PO#	<input type="text"/>
<input type="radio"/> Fabricated	<input type="radio"/> Trade-in		
<input type="radio"/> Found	<input type="radio"/> Transferred from another College		

### Equipment Description:

Name of Item:	
Model #:	Actual Acquisition Cost:
Serial #:	Date Received:
Manufacturer:	Contact Person:
If A Donation:	Phone #:
Name of Contributor:	Address:

### Current Location:

Department:	Campus:
Building:	Room #:

### Submitted By:

Print Name:	Signature:
Title:	Date:

### For Business Service Analyst:

Action:	GSCC Tag #:
O-Tag	Date:

Please complete the appropriate fields. Send document to Business Service Analyst:  
Email: [rwhisenant@gadsdenstate.edu](mailto:rwhisenant@gadsdenstate.edu)