



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

FIXED ASSETS TAG REQUEST FORM FOR P-CARD PURCHASES

Transaction ID (from PaymentNet) 141404

Complete this form for each equipment purchase made via the P-Card that requires an Eastern Illinois University inventory tag. Tags will not be assigned until all information has been submitted to the Business Office.

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

Cardholder Name: Michael Watts
Organization number(s) equipment paid from: 221A01
Account number(s) equipment paid from: 71499
Organization number equipment should be inventoried to: 121A01
Building name and room number equipment will be located in: 1821 Tarble Arts
Invoice/Order number (from vendor): 19741
Equipment Manager: Michael Watts Custodian: Michael Watts
Department contact person (to send tag to): Michael Watts

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: one 1 Red Tag 160055
Unit/Each Price: \$625.00
Asset Description: Atelier Populaire, "Consommez," stencil, 1968 art graphic for Tarble collection
Manufacturer Name: Atelier Populaire
Model Number: na
Serial Number: na

If purchase is for audio visual equipment, computer equipment, or computer peripherals (items that connect to a computer or are used with a computer), please indicate:

*Approved by Michael Watts on 1/28/10
(name) (date)

*The designated approving department or person as indicated on the Prohibited P-Card Use list in the Purchasing Card Policy and Procedures Manual.

IMPORTANT: Please attach this cover sheet to a copy of the itemized receipt/invoice for any equipment purchase and send to Joni Lutz in the Business Office as soon as possible. Please make note of the Transaction ID number on the receipt in case this form is separated from the receipt.

