

**University of Pittsburgh  
Financial Records Services  
ASSET ADDITION**

**GENERAL INFORMATION**

Building \_\_\_\_\_ Room \_\_\_\_\_ Asset Number \_\_\_\_\_  
Asset Class Code \_\_\_\_\_ P. O. Number \_\_\_\_\_  
Asset Description \_\_\_\_\_  
Vendor Name \_\_\_\_\_  
Model Number \_\_\_\_\_ Serial Number \_\_\_\_\_  
Department Number \_\_\_\_\_ Voucher Number \_\_\_\_\_  
FAIS Account Number \_\_\_\_\_  
Acq. Cost \_\_\_\_\_ Acq. Method \_\_\_\_\_ Acq Date \_\_\_\_\_

**TAGGING INFORMATION**

Tag Code \_\_\_\_\_ Condition Code \_\_\_\_\_ Use Code \_\_\_\_\_ Date Tagged \_\_\_\_\_

**◆ ◆ Complete ONLY if different from GENERAL INFORMATION section ◆ ◆**

Building \_\_\_\_\_ Room Number \_\_\_\_\_  
Manufacturer \_\_\_\_\_  
Model Number \_\_\_\_\_ Serial Number \_\_\_\_\_  
Tagged Asset Number \_\_\_\_\_ Tagged By \_\_\_\_\_  
Comments \_\_\_\_\_  
\_\_\_\_\_

**► FINANCIAL RECORDS SERVICES USE ONLY ◀**

Processed By \_\_\_\_\_

Date : \_\_\_\_\_