

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

◆◆◆ **Asset To Be Changed** ◆◆◆

Building _____ Room _____ Asset Number _____

Fields to be Updated

New Asset Number _____ P. O. Number _____ Asset Class Code _____

Asset Description _____

Vendor Name _____

Manufacturer _____

Model Number _____ Serial Number _____

FAIS Account Number _____

Department Code _____ Voucher Number _____

Acq. Cost _____ Acq. Date _____ Acq. Method _____

Date Tagged _____ Tag Code _____ Condition Code _____ Use Code _____

Sponsor _____

Award Number _____

Project Director _____

Title Ownership Code _____ Federal Funding Code _____ Inventory Date _____

Delete Asset ? **Y** **N**

Prepared By _____ Date _____

► FINANCIAL RECORDS SERVICES USE ONLY ◀

Processed By _____

Date : _____