

- Cond (*check one*):  
 A1/Excellent  
 A2/Good  
 A3/Fair  
 A4/Poor  
 A6/Usable  
 A7/Unusable

**OSU Equipment Inventory**  
**FIXED ASSETS DATA ENTRY FORM**

REV 5/99

[ ] New [ ] Change

- Status:  
 Received  
 In use  
 Loaned  
 Surplus  
 Pending disposal

Asset Tag #: \_\_\_\_\_ Component of: \_\_\_\_\_

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

Department: \_\_\_\_\_ Orgn Code: \_\_\_\_\_

Location (Building/Room No.): \_\_\_\_\_

**VALUE:**

Sound: \_\_\_\_\_

Replacmnt: \_\_\_\_\_

Book: \_\_\_\_\_

Insurance: \_\_\_\_\_

Percent Used: \_\_\_\_\_

**Title-to (*check one*):**

- CI/Conditionally-owned by OSSHE, insured
- EI/Employee-owned, insured
- EN/Employee-owned, not insured
- FI/Federally-owned/restricted, insured
- FN/Federally-owned, not insured
- OI/Other-owned (not OSSHE or Fed), insured
- ON/Other-owned (not OSSHE or Fed), not insured
- SI/OSSHE-owned, insured
- SN/OSSHE-owned, not insured

**How Acquired (*check one*):**

- CN Constructed
- FE Fed Excess
- FF Fed Furnished
- FG Fed Gift
- FS Fed Surplus
- GF Gift
- IP Install/purch
- LE Lease
- LN Loan
- LP Lease/purch
- OT Other
- PF Purch Fed \$
- PS Purch State \$
- PU Purch Other \$
- RT Rent
- SS State Surplus
- TI Transfer-in
- WU Write-up

Banner PO: \_\_\_\_\_

Banner Doc(Inv/JV): \_\_\_\_\_

Manufact: \_\_\_\_\_

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

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

Grant or \_\_\_\_\_

Contract: \_\_\_\_\_

Use Code: \_\_\_\_\_

Rspnsbl Person: \_\_\_\_\_ PI Code: \_\_\_\_\_

Rec'd Date: \_\_\_\_\_ Tag Date: \_\_\_\_\_

**Asset Funding Source Data (if any):**

(1)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(3)	(12)
CoA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	"%"	Amount

\_\_\_\_\_  
 \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Prop Mgmt

Requestor Phone: \_\_\_\_\_ Date: \_\_\_\_\_ Approval: \_\_\_\_\_ Input: \_\_\_\_\_