

Equipment Information Sheet

Texas A&M University-Commerce Property
Property@tamuc.edu

(Revised 12/08)



On Campus Off Campus

(Check One)			
<input type="checkbox"/> New Asset	<input type="checkbox"/> Add To	<input type="checkbox"/> Change	<input type="checkbox"/> P-card Purchase

Contact: _____

Dept/Sub Dept: _____

Email: _____

Phone: _____

Asset #	
Description Line #1	
Description Line #2	
Manufacturer	
Serial #	
Model #	
Asset Class Code	
Condition	
Acquisition Date	
In Service Date	
Purchasing Doc #	
Cost	
Dept/Sub Dept	
Building #	
Room #	
Group Code	
Other Location	
Owner	
Availability	
How Tagged	
Purpose 1	
Purpose 2	
Purpose 3	
Purpose Total	100 %
Restriction	
Comments	