

MORGAN COMMUNITY COLLEGE - New Asset Form

Instructions: Please complete all fields for each new asset. The signature of the person completing this form is required. Submit to Purchasing **within 2 days of receiving the asset**.

| ASSET INFO | NEW ASSET1 | NEW ASSET2 | NEW ASSET3 | NEW ASSET4 | NEW ASSET5 | NEW ASSET6 |
|------------------|------------|------------|------------|------------|------------|------------|
| MCC TAG# | | | | | | |
| ITEM DESCRIPTION | | | | | | |
| SERIAL/VIN # | | | | | | |
| MANUFACTURER | | | | | | |
| MODEL: | | | | | | |
| PURCHASE INFO | | | | | | |
| PCARD NAME | | | | | | |
| PO # | | | | | | |
| PURCHASE DATE | | | | | | |
| PURCHASE PRICE | | | | | | |
| DATE RECEIVED | | | | | | |
| ORG1 # | | | | | | |
| ORG2 # | | | | | | |
| ORG3 # | | | | | | |
| LOCATION INFO | | | | | | |
| CAMPUS | | | | | | |
| BUILDING | | | | | | |
| ROOM | | | | | | |

| *BELOW TO BE COMPLETED BY PURCHASING OFFICE ONLY* | | | | | | |
|---|--|--|--|--|--|--|
| CATEGORY | | | | | | |
| SUBCATEGORY | | | | | | |
| GROUP NAME | | | | | | |
| SUBGROUP | | | | | | |

PREPARED BY: _____ DATE _____ ENTERED BY: _____ DATE _____

CONTROLLER
APPROVAL: _____ DATE _____

(Required for Additions & Disposals >\$5000)