

Tag #: _____ Description: _____

Serial #: _____

Building Name: _____ Room: _____

Department Name: _____

Responsible Person: _____ Empl ID: _____

Reference #: _____ Dept #: _____

Supplier #: _____ Supplier Name: _____

Trade-In Item #: _____ Trade Value: _____

Acquisition Code

Date Acquired: _____ Capitalization Value: _____

- 1 - Miscellaneous
 2 - Purchased
 3 - Gift
 4 - Constructed
 5 - Surplus
 6 - Leased
 7 - Other
 8 - Government Furnished

Disposition Indicator: N - Default Y - Requires Government Approval to Dispose of Item

Title Indicator: 1 - University 2 - Federal Government 3 - Third Party _____

Federal Use Code: 0 - No Federal Funds and/or Cost <\$1000 1 - Used on Sponsored Program
 2 - Used on Other Sponsored Program 3 - Not Used on Sponsored Program

Source of Funding:

Account	Fund	Dept	Program	Project #	Amount

Department Approval _____ Date _____

Accounting Office Approval _____ Date _____

Disposal

If this item is removed from inventory, complete the following and return this form to the Accounting office. If this item was purchased with federal funds, disposal may require government approval; contact the office of Grant and Contract Accounting for instructions.

Date: _____

Reason for Disposal:

- 1 - Error 2 - Sold 3 - Stolen 4 - Scrapped 5 - Lost
 6 - Traded-In 7 - Other 8 - Century 9 - Surplus

Departmental Approval _____ Date _____

Please print this form.

Route this form to:
 Accounting Office
 Old Main 11
 Phone (701) 231-7432
 Fax (701) 231-6194