

### ASSET RECORDING WORKSHEET

To facilitate record entry, the following information should be recorded for each capital asset.

SU ID Tag Number

Manufacturer

Description

Serial Number

Purchase Order #

Project

Task

Award

Date Received

Taggable or Untaggable (please circle one)

Model Number

Model Name (if any)

Total Cost (if not acquired by capital PO)

PO Lines to include

FLAGS:	Capital	<input type="checkbox"/>	Asset >\$5000.00
(Y/N)	Sensitive	<input type="checkbox"/>	Electronic Data Handling
	Electronic Waste	<input type="checkbox"/>	Electronic components
	Hazardous	<input type="checkbox"/>	Asset will be used in lab with bio- or other hazards
	Bulk	<input type="checkbox"/>	Part of a group of assets, 25 or more, \$400 each or more
	Donated	<input type="checkbox"/>	Asset is a donation or gift

Will Asset be used in a Service Center?    YES    NO

Condition

Manager    Budget Unit

Steward    Department

Location    Quad Bldg   
                   Room

Status (please circle one)    IN USE    NOT IN USE

Owner (please circle one)    Stanford    Federal    Other

Custodian

User

Other Description

Year of Manufacture     Dept Tag #

Comments

Date Record Created

Entered By