



INVENTORY CONTROL EQUIPMENT ACQUISITION FORM

Asset Panda Form Entry Number:

<u>Location Number / Name</u>	<u>Storage Location or Room</u>	<u>Description</u>		
<u>Serial Number</u>	<u>Model Number</u>	<u>Manufacturer</u>	<u>Date Received</u>	
<u>Purchase Order Number</u>	<u>Vendor Name</u>	<u>Per Unit Cost</u>	<u>Fund</u>	
<u>Federal Funds Percentage</u>	<u>Account Number</u>	<u>Use: (classroom, administration, maintenance, etc.)</u>		
<u>Acquisition Method</u>	<u>Additional Comments</u>	Inventory Control Use Only		
<u>Condition of Equipment</u>	<u>Date Submitted</u>	<u>Submitted By</u>	<u>Date Entered in Munis</u>	<u>Entered in Munis By</u>
			<u>Barcode Number</u>	