

**Purchasing Department  
Fixed Assets Reporting Form**

[FixedAsset@seattlecolleges.edu](mailto:FixedAsset@seattlecolleges.edu)

*(Please see instruction on the second page.)*

**1. Equipment Acquisition**

College Name/Number: \_\_\_\_\_ WA State TAG Number: \_\_\_\_\_  
Equipment Description: \_\_\_\_\_ Quantity: One  
Purchase Order Number: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_  
Manufacturer: \_\_\_\_\_ Model Number: \_\_\_\_\_  
Serial Number: \_\_\_\_\_ Initial Acquisition Cost: \$ \_\_\_\_\_

**2. Equipment Acquisition Date and Location**

Building Name /Abbreviation: \_\_\_\_\_ Room #: \_\_\_\_\_  
Date of Receipt of Asset: \_\_\_\_\_ Department  
and Custodian: \_\_\_\_\_  
Information Provided by: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

**3. Equipment Relocation** Relocation only, check here:  Transfer and Relocation check here

Department: \_\_\_\_\_  
Building Name: \_\_\_\_\_ Room #: \_\_\_\_\_  
Information Provided by: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

**4. Equipment Surplus or Scrap Request**

Date declared Surplus: \_\_\_\_\_ Requestor's Name: \_\_\_\_\_  
Date of Request: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**5. Equipment Lost or Stolen Report**

Date lost/stolen: \_\_\_\_\_ Date of Security/Police Report (*please attach copy*) \_\_\_\_\_  
Information Provided by \_\_\_\_\_ Date: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Email address: \_\_\_\_\_

**6. Additional Information:**

Information Provided by \_\_\_\_\_ Date: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Email address: \_\_\_\_\_

*Instruction for Filling out the Fixed Assets Reporting Form:*

- 1. Complete Sections 1 and 2 for any Capitalized Equipment and Small & Attractive Asset and provide exact location info. Save this form online for future use.*
- 2. Fill out Section 3 if equipment is relocated OR if it is transferred to another department or College.*
- 3. Complete Section 4 for equipment being surplusd or sold or scrapped.*
- 4. Complete Section 5 for lost or stolen equipment – be sure to attach the Police Report to this form.*
- 5. Note any additional information needed or questions on Section 6.*
- 6. Email this form to [FixedAsset@seattlecolleges.edu](mailto:FixedAsset@seattlecolleges.edu), stating Purchase Order and TAG numbers in the subject line.*