

# Property Transaction Request

Property Custodian Code	Transaction Request Number (Internal to organization)
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**1. Addition**      **Type:**    New Acquisition    Inventory Adjustment    Other \_\_\_\_\_  
*Describe*

<b>DESCRIPTION</b>	Sunflower Catalog Number	Description of Personal Property		
	Manufacturer	Model Number	Serial Number	
	DOC Barcode Number	Asset Category		Useful Life

<b>LOCATION</b>	Building Number _____ Room Number _____
	Street Address _____
	City _____ County _____ State _____ Zip _____

<b>ACCOUNTING</b>	Document Type (Check One)					
	<input type="checkbox"/> Purchase Order	<input type="checkbox"/> Contract	<input type="checkbox"/> Bank Card	<input type="checkbox"/> GSA Fedstrip	<input type="checkbox"/> Leases Rentals	<input type="checkbox"/> Other _____ <small>(Form #)</small>
	Document #	Line Item #	Acquisition Cost	Acquisition/Acceptance Date		
Organizational Code	Object Class	Project Code/Task Number		FSC	Lease	

<b>MULTIPLE ADDS</b>	<b>Multiple Adds</b> <small>(Use this section to record multiple "adds" of the same item procured on the same document.)</small>					
	DOC Barcode	Serial No.	Custodian Code	Bldg. No.	Room No.	Project/Task No.

List Depreciation Information and any remarks below (Include organization code, depreciation project code(s) task code(s), parent/child assets barcode(s))

Signature of Property Custodian (Print Name)	Request Date	Telephone
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See reverse for Change, Transfer or Delete Actions

