

## Abilene Christian University Capital Asset Memo

To:

Date:

Re: PO:

Our records indicate that you have recently purchased a capital asset with the above referenced Purchase Order or P-Card. The University's Asset Management Policy requires all capital assets over \$5,000 be tracked and depreciated on an individual basis. Please complete the department portion of this form and return it to ACU Box 29120.

If you should have any questions, please call Karen Gililand at extension 2853.

<b>Department</b>	
Department	
Employee Name (primary user)	
Equipment Description	
Purchase Order #	
FOAP	
Equipment Location	
Date Acquired	
Use and Condition (new/used)	
Serial Number	
Purchase Price	
<b>Assets Purchased with Federal Grants</b>	
Source of the funding (FAIN)	
% of purchase price charged to award	
<b>Financial Management Services</b>	
Internal Asset ID	
Capital FOAP	
Depreciable Life	
Beginning Depreciation Date	
Disposal Date	