**Equipment Information Sheet**

**Date:**

|  |
| --- |
| **(Check One)**  **New Asset**  **Add To**  **Change Data (serial #, description, etc.)** |

|  |  |
| --- | --- |
| **Contact Person:** | **Phone #** |
| **Email:** | |

|  |  |
| --- | --- |
| Asset # |  |
| **Description Line #1** |  |
| **Description Line #2** |  |
| **FAMIS L or P Document #** |  |
| **Manufacturer** |  |
| **Serial #** |  |
| **Model #** |  |
| **Model Year** |  |
| **License Plate #** |  |
| **Asset Class Code** |  |
| **Condition Code (Check One)** | New  Used Excellent  Used Good  Used Fair  Used Poor |
| **Acquisition Method (Check One)** | Purchased  Gift  Constructed by TFS |
| **Acquisition Date** |  |
| **In Service Date** |  |
| **Appraisal Method (Check One)** | Invoice Manufacture Price List  Appraiser  Other |
| **Cost** |  |
| **Dept / Sub Dept** |  |
| **Location: Bldg. # (FAMIS 535)** |  |
| **Location: Room #** |  |
| **Location: County (FAMIS 535)** |  |
| **Other Location** |  |
| **Property Tag Type (Check One)** | Metal Tag  Written  Etched  Stamped Bar Code |
| **Purpose (Check One)** | Administrative  Agricultural General |
| **Comments** |  |