**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** |       |