

# West Hempstead UFSD

## Asset Addition Form

Please complete one form for each piece of equipment valued at \$500.00 and over.

### Asset Information

Tag Number	
Asset Description	
Manufacturer	
Model	
Serial Number	
Acquisition Date	
Original Cost	
Budget Code Number	
PO #	
Vendor	

### Location Information

School	
Room	
Floor	

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Please return this form to the Business Office (Attn: Josephine)