IRIS Asset # _____

IRIS Document # _____ [if applicable]

THE UNIVERSITY OF TENNESSEE

EQUIPMENT ACQUISITION REPORT

For equipment items acquired at no expense to the University or by assembly

1. ASSET CLASS [Choose One]:

___ **30000**	Furniture	___ **33000**	Education/Scientific	___ **41000**	Heavy Equipment
___ **31000**	Office Machines	___ **34000**	Works of Art/Historical Treasures	___ **50000**	Software ($5,000 and above)
___ **32000**	Computer/Peripherals ($5,000 and above)	**40000**	Vehicles	___ **80000**	Sensitive Minor Equipment ($1,500 to $4,999.99)

2. DESCRIPTION_____

_____

3. SERIAL NUMBER _____

4. INVENTORY [TAG] NUMBER _____

5. LOCATION: _____ _____
BUILDING NO. **ROOM NO.**

6. RESPONSIBLE COST CENTER _____
[NOTE: Must be an "E" account]

7. FINANCIAL INFORMATION:

A. SOURCE COST CENTER/WBS ELEMENT: _____
[Account charged]

B. COST or ESTIMATED VALUE: $_____

C. SOURCE OF FUNDS [Choose One]:

_____ **[A]**	CURRENT OPERATING FUNDS	_____ **[G]**	ACQUIRED BY GIFT
_____ **[B]**	PLANT FUNDS – FEDERAL	_____ **[H]**	UT ASSEMBLED OR TRANSFER WITH GRANT/CONTRACT
_____ **[C]**	PLANT FUNDS – NON-FEDERAL		
_____ **[D]**	GRANT/CONTRACT FNDS – NON-FEDERAL	_____ **[I]**	GOVERNMENT SURPLUS
_____ **[E]**	GRANT/CONTRACT – FEDERAL	_____ **[J]**	GOVERNMENT-FURNISHED EQUIPMENT
[F]	FED APPROPRIATION AG EXT/EXP	**[K]**	SOURCE UNKNOWN

Instructions to departments: After an asset record has been created, this form should be used to assign a dollar value to equipment items acquired at no expense to the University, such as gift, donation, items transferred with grant/contract, or by construction. Attach a copy of supporting documentation, e.g., invoices, receipts, donation letter/reports, shipping documents (federal grant/contract). Send the completed form and attachments to the Controller's Office, 201 Andy Holt Tower, Knoxville, TN 37996-0100.

FORM SUBMITTED BY: _____

EXTENSION: _____

EMAIL ADDRESS: _____

DATE: _____