



Property Management
Asset Information Form

Form BF-PGS-F6
10/22/2019

Acquisition Type: [ ] Purchase Order [ ] ProCard [ ] Gift [ ] Fabrication [ ] Transfer to UTA Other \_\_\_\_\_

Billing Date: \_\_\_\_\_ Cost Center or Project ID: \_\_\_\_\_

Credit Card Holder: \_\_\_\_\_ or PO #: \_\_\_\_\_

Description of Equipment Purchased:

[Empty box for equipment description]

Acquisition Department: \_\_\_\_\_ Department ID: \_\_\_\_\_

Location of Equipment: Building: \_\_\_\_\_ Room: \_\_\_\_\_

Custodian Name: \_\_\_\_\_ Custodian ID: \_\_\_\_\_

Model #: \_\_\_\_\_ Serial #: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Asset Amount: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Preparer's Name: \_\_\_\_\_

Preparer's Phone Extension: \_\_\_\_\_

Scan and email this form along with the sales receipt or invoice to the Central Receiving Office:

PHONE 817-272-2191

EMAIL central\_receiving@uta.edu

Property Management
Official Internal Use Only:

UTA Tag#: \_\_\_\_\_

Asset ID#: \_\_\_\_\_

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Administration UTS139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.