

# Asset Addition Form

**Description of Asset:** \_\_\_\_\_

**S/N or ID#:** \_\_\_\_\_

**Location (Bldg):** \_\_\_\_\_

**Teacher/Student:** \_\_\_\_\_

**Fund Paid:** \_\_\_\_\_

**Date of Purchase:** \_\_\_\_\_

**Cost (+ shipping):** \_\_\_\_\_

**Vendor:** \_\_\_\_\_