



Prairie View A&M University Asset Information Form

Type of Purchase Procard _____ Other _____

Date of Purchase _____

Document _____

Credit Card Holder _____

Description of Equipment Purchased

Department _____

Location of Equipment Building _____ Room _____

Model# _____

Manufacturer _____

Asset Amount \$ _____

Additional Comments _____

Preparer's Name _____ Phone# _____

Please fax this form along with a copy of the sales receipt, invoice or packing slip to the Fixed Assets Office:

Fax: 936-857-2799

Phone 936-857-2913