

Asset Addition Sheet
(Acquisition by Purchase) - PUR 0003

Field	Field Name	Copy of Tag(s)
1	BPI Tag Number	
2	P.O. Number	
3	Description	
4	Serial Number	
5	Center Location	
6	BLD/RM Number	
7	Department	
8	Item Type	
9	Manufacturer	
10	Model	
11	Vendor #	
12	Fund	
13	Function	
14	Object	
15	Cost Center	
16	Project	
17	Category	
18	Check Number	
19	Date Paid	
20	Cost	
21	Date Received	

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Complete back side if more than one (1) asset is being tagged

BPI Tag Number	Serial Number	CNTR/BLD/RM	Copy of Tag(s)