

ASSET TRACKING FORM

**TO BE COMPLETED BY PRINCIPAL
INVESTIGATOR (please print)**

PVARF Office Use:

PI Name:	Tag ID #:
PI Phone Number / E-mail Address:	Vendor Name / Vendor ID#:
Project / Grant #:	Invoice #:
Asset Description:	Purchase Order # / Check Request #:
Asset Serial # (if applicable):	Asset Category (see below):
Purchase Price / Cost:	Manufacturer Name:
Location of Asset (Bldg #/Room #):	Model # / Product Version:
Purpose of purchase:	Asset Life:
Purchase Date (Date when asset is placed in service):	Government \$ used for asset purchase? (Yes or No):
	Asset Disposal Date (Date when asset is sold or disposed of):

Asset Category (listed in alphabetical order): <ul style="list-style-type: none"> * Camera * Desktop Computer * Furniture & Fixture * Hand Held Organizer * Lab Equipment * Other Peripherals * Photocopier * Portable Computer * Projector * Server * Software 	If new invoice ADDS VALUE to an asset that already exists, complete this section: Tag ID #: Current Value: ADDED VALUE (per new invoice): New value of asset: Date Entered in Blackbaud: Date Entered in Access:
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