

<u>New FA Inventory Tag Form</u>		
General		
	<i>Description:</i>	
	<i>Fund/Dept:</i>	
	<i>Class:</i>	
	<i>Serial Number:</i>	
	<i>Tag Number:</i>	
	<i>Manufacturer:</i>	
	<i>Model:</i>	
Location Information		
	<i>Primary Location:</i>	
	<i>Secondary Location:</i>	
Details		
	<i>Method Of Acquisition:</i>	
	<i>Date Acquired:</i>	
	<i>Original Cost:</i>	
Purchase Details		
	<i>Asset Control Code:</i>	
	<i>Vendor ID/Name:</i>	
	<i>Invoice Number:</i>	
	<i>PO Number:</i>	
	<i>Picture Added in Incode</i>	
Notes		Ticket
	<i>Name of Person Entering Tag:</i>	

Send completed form to: Purchasing Department | Email: purchasing@co.bastrop.tx.us | Fax: (512) 581-4228.