Asset Request Form Procedure

When ordering a printer or computer, an “Asset Request Form” must be filled out.

Fill out the following sections

* Date (located under “Asset Request Form” title)
* Vendor Information
	+ Contact
	+ Company
	+ Address
	+ City, State, Zip
	+ Phone
	+ Fax
* Ship To (Bradley Foundation)
* Qty
* Description
* Acct ID
* Location
* Cap/Exp
* Account Number
* Placed In Serv Date
* Unit Price
* Line Total

After all the sections are filled out, the individual that has requested it, needs to sign it, along with their supervisor.

The first form will be a “preliminary” form, so be sure to write that above the “Asset Request Form”.

After the final invoice has arrived, you will update the Placed in Service Date, print the form again, write “final” above “Asset Request form”, sign it and have your supervisor sign it.