

IRIS Asset # \_\_\_\_\_

IRIS Document # \_\_\_\_\_ [if applicable]

THE UNIVERSITY OF TENNESSEE  
EQUIPMENT ACQUISITION REPORT

1. ASSET CLASS [Choose One]:

___ 30000 Furniture	___ 33000 Education/Scientific	___ 41000 Heavy Equipment
___ 31000 Office Machines	___ 34000 Works of Art/Historical Treasures	___ 50000 Software (> \$5,000)
___ 32000 Computer/Peripherals	___ 40000 Vehicles	___ 80000 Sensitive Min Equip

2. DESCRIPTION \_\_\_\_\_  
\_\_\_\_\_

3. SERIAL NUMBER \_\_\_\_\_

4. INVENTORY [TAG] NUMBER \_\_\_\_\_

5. LOCATION: \_\_\_\_\_  
BUILDING NO. ROOM NO.

6. RESPONSIBLE COST CENTER \_\_\_\_\_  
[NOTE: Must be an "E" account]

7. FINANCIAL INFORMATION:

A. SOURCE COST CENTER/WBS ELEMENT: \_\_\_\_\_  
[Account charged]

B. COST or ESTIMATED VALUE: \$ \_\_\_\_\_

C. SOURCE OF FUNDS [Choose One]:

___ [A] CURRENT OPERATING FUNDS	___ [G] ACQUIRED BY GIFT
___ [B] PLANT FUNDS - FEDERAL	___ [H] UT CONSTRUCTED OR TRANSFER
___ [C] PLANT FUNDS - NON-FEDERAL	___ [I] GOVT SURPLUS
___ [D] GRNT/CONTRACT FNDS-NON FEDERAL	___ [J] GOVERNMENT FURNISHED EQUIPMENT
___ [E] GRANT/CONTRACT-FEDERAL	___ [K] SOURCE UNKNOWN
___ [F] FED APPROPRIATION AG EXT/EXP	

FORM SUBMITTED BY: \_\_\_\_\_

EXTENSION: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_