

Georgia Southern University
Property Control Office
Manual Capital Asset Addition

The following property must be manually entered in Peoplesoft Asset Management System:

- Description of Property:

Cost: \$ _____ Value \$ _____ (if applicable)

Total _____

Acquisition Date (MM/DD/YR): _____

Acquired from: _____

Acquisition method (check one): Donation _____ Purchase other than PO: _____

Note: If asset received as a donation include donors name and letter of donation or other documentation establishing asset value.

Fund: _____

Department: _____

Program: _____

Class: _____

Account: _____

Item ID(check one): Building _____ Infrastructure _____ Land _____
Other _____

New Asset? Yes ___ No ___

If no, provide asset number the addition should be attached to as a Parent/Child update.

Parent Asset number: _____

Submitted by: _____

Date submitted: _____

C:Ctl Manual/Asset Mgt Addition Form