

**INVENTORY: ADD EQUIPMENT**  
**(cost of \$2500.00 and up)**  
**Dakota College at Bottineau**

Please complete and submit this form when the invoice is paid. Turn in to the Business Office.

Date \_\_\_\_\_  
(This form is due at the time of invoice payment.)

Description of equipment \_\_\_\_\_  
(The description will be entered in Asset Management.)

Serial Number \_\_\_\_\_  
(The serial number is required, if available.)

Vendor Name \_\_\_\_\_  
(Please include a copy of the invoice with this form.)

Building Name \_\_\_\_\_

Room Number & Name \_\_\_\_\_

Responsible Person \_\_\_\_\_  
(Will be listed as the guardian in Asset Management.)

Cost to Institution \$ \_\_\_\_\_  
(Include all costs related to the purchase of the item, including shipping.)

Source of Funding # \_\_\_\_\_ Requesting Department # \_\_\_\_\_

**For office use only.**

Date Form Received \_\_\_\_\_

Date Entered in Asset Management \_\_\_\_\_ Asset # Assigned \_\_\_\_\_  
(Assigned by Asset Management System)

Inventory tag number \_\_\_\_\_ Tag is attached to the item \_\_\_\_\_  
(Asset Manager will assign the number.) (Date)

Asset Manager Signature: \_\_\_\_\_