3-06/110.05 - Receiving New Fixed Asset Items

Upon receipt of a new fixed asset item, the receiving unit shall forward a copy of the invoice or shipping papers, with a notation as to the location of the item, to Fiscal Administration, Attention: Inventory Control. A detailed description, including model and serial numbers shall be added to the document if not already noted. This procedure is necessary to expedite payment to the vendor and to assign and affix an inventory control number.

NOTE: The above procedure shall be followed for "Security" fixed asset items coded "Alpha," with the exception that inventory control numbers shall not be attached to the item.