

# Inventory New Asset 2017

<u>DATA ELEMENT</u>	<u>COMMENT ON VALUES</u>	<u># OF POS.</u>	<u>INPUT INFORMATION</u>
AGENCY	YOUR AGENCY NUMBER	3	294
I. D. #	UNIQUE NUMBER, MUST BE NUMERIC	9	9410-----
CAMPUS		1	0
PURCHASE ORDER DESCRIPTION	AGENCY OR STATE P.O. # ALPHA/NUMERIC	6 40	----- _____ _____
QUANTITY	IF UNITCOST GE \$500 OR TITLE = V, MUST BE '1'	5	-----1
UNIT COST	NUMERIC. LAST TWO POS. FOR CENTS	11	-----
ACQN. DATE	FIRST 2 POS. FOR MONTH, LAST 2 FOR YEAR	4	-----
ACQN METHOD	P = PURCHASED      L = LEASED C = CONSTRUCTED    N = OTHER D = DONATED          T = TREASURY FINANCED A = AGENCY FINANCED	1	P
TITLE CODE	C = COLLEGE OWNED    V = VCBA (ETF) G = FEDERAL OWNED    N = OTHER F = FOUNDATION        A = OTHER STATE AGCY	1	0
MANUFACTURER	ALPHA/NUMERIC, REQUIRED IF TITLE = 'V'	10	_____
MODEL #	ALPHA/NUMERIC, REQUIRED IF TITLE = 'V'	8	_____
SERIAL #	ALPHA/NUMERIC, REQUIRED IF TITLE = 'V'	20	_____
BUILDING #	ALPHA/NUMERIC, SEE APPENDICES C	4	-----
ROOM #	ALPHA/NUMERIC	5	-----
LEASE ID #	FIRST THREE POSITIONS = LEASE CODE NEXT TWO POSITIONS = LEASE YEAR LAST POSITION = LEASE NUMBER	6	-----
LEASE TYPE	C = CAPITAL    O = OPERATING REQUIRED IF TITLE = 'V'	1	---
VCBA SUB #	REQUIRED IF TITLE = 'V'	3	-----
VCBA REQ. REF. #	NUMERIC, REQUIRED IF TITLE = 'V'	10	-----
CLASS CODE	30 = MOVABLE EQUIP	2	30
APR NUMBER	REQ. IF NOMENCL. CODE BEGINS WITH 074	5	-----
CARS FUND/DET.	USE CARS CODE. IF VCBA EQUIP USE 0766	4	-----
RESP. DEPT.	ACCOUNTING DEPT NUMBER. SEE APPX. D	3	---
NOMENCLATURE	SEE NOMENCLATURE TABLE. APPX. G	11	-----

KEYED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

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

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