

FAIS INPUT DOCUMENT

DATA		# OF	
<u>ELEMENT</u>	<u>COMMENT ON VALUES</u>	<u>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	9 40	_____ _____
	INVOICE NUMBER	20	_____
	DATE	8	__/__/____
QUANTITY	IF UNIT COST GE \$500 OR TITLE=V, MUST BE '1'	5	_____
UNIT COST	NUMERIC, LAST TWO POS. FOR CENTS	11	_____
ACQN. DATE	FIRST 2 POS. FOR MONTH, LAST 2 FOR YEAR	6	_____
ACQN METHOD	P=PURCHASE 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 AGENCY	1	C
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-MOVALE EQUIP 2	2	30
APR NUMBER	REQ. IF NOMENCL. CODE BEGINS WITH 074	5	_____
CARS FUND/DET.	USE CARS CODE, IF VCBA EQUIP USE 0766	5	_____
RESP. DEPT.	ACCOUNTING DEPT NUMBER, SEE APPX. D	6	_____
NOMENCLATURE	SEE NOMENCLATURE TABLE, APPX. G	11	_____

KEYED BY: _____

APPROVED BY: _____

DATE: _____

DATE: _____