

This item was a:

Purchase

Gift-in-Kind

Transfer

Date of Acquisition: \_\_\_\_\_

Object Code: \_\_\_\_\_

Location (Building #/Room #): \_\_\_\_\_

Organization/Account #: \_\_\_\_\_

Existing Decal Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Quantity: \_\_\_\_\_

Description (noun first, model name, model number, etc. Ex: Computer, Gateway 2000)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If funding is to be partially paid by state funds:**

State P.O. Number: \_\_\_\_\_

Department/Project: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Partial Payment Cost: \_\_\_\_\_

This is payment # \_\_\_\_\_ of \_\_\_\_\_ payments.

Authorized Fund Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized VP, Dean or Director: \_\_\_\_\_

Date: \_\_\_\_\_

***This form must be completed for all purchases of capital items, as defined by Winthrop University and for all gifts-in-kind of equipment.***

***Submit this form with WUF-D (for purchases) or an Asset Transmittal WUF-B (for Gifts-in-Kind/transfers)***

***Do not submit this form by itself.***