

NORTHWESTERN STATE UNIVERSITY
Movable Property Acquisition Report

Date Received: _____

Receiving Department _____

LPAA Account Index _____

Banner FOAPAL				
Index	Fund	Organization	Account	Prg

Banner Invoice No. _____

Banner Purchase Order No. _____

ITEM	DESCRIPTION	TAG NUMBER	ACQ CODE	SERIAL NO.	PROPERTY LOCATION		ACQUISITION COST
					BLDG.	ROOM	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

ITEM	MAKE/MANUFACTURER	MODEL NO.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

I certify that the movable property described on this Acquisition Report has been received, inspected and accepted by me; that the description, serial number, property tag number and location is correct. I also understand that by accepting this merchandise I am authorizing this agency's property manager to add the item(s) to my current inventory.

 Certified for or by Property Custodian

 Date

ACQUISITION CODES	
(1) Purchase	(4) Donation
(2) Birth	(5) Agency Mfg.
(3) Fed. Surplus	(6) State Surplus

PROPERTY CONTROL/CENTRAL RECEIVING

Prepared By: _____ Date: _____
 Delivered By: _____ Date: _____
 Posted By: _____ Date: _____
 Approved By: _____ Date: _____

REMARKS: