

Please do not copy and paste this file to your hard drive. This form is CONTROLLED and is maintained by the ESC Business Office. This form is interactive and should be filled out online.

**Education Service Center, Region 2  
Fixed Asset - Tagging Form**

Tag Number: \_\_\_\_\_

Date Entered to TxEIS: \_\_\_\_\_

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

Check Number: \_\_\_\_\_

**Original Purchase (new item)**

This form should be completed at the time you receive your merchandise.  
Please submit the completed form to the Business Office along with a copy or your purchase order.

Center: \_\_\_\_\_ (Please select the Center you are in)

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

Purchase Order #: \_\_\_\_\_

Catalog Number: \_\_\_\_\_

(Select the best category your item will fit in)

Detailed Description:

Vendor Number: \_\_\_\_\_ (Get this number from PO)

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

(Please enter a 20 digit budget code)  
XXX-XX-XXXX-XX-XXX-XXXXXX

Budget Code Purchased From \_\_\_\_\_

Budget Code Purchased From \_\_\_\_\_

Budget Code Purchased From \_\_\_\_\_

Department: \_\_\_\_\_

Room Number: \_\_\_\_\_ (This is where the item is housed)

Person Ordering Item: \_\_\_\_\_

Person Responsible for Item: \_\_\_\_\_

Who created the PO?

# of Units: \_\_\_\_\_ Only one (1) item per form is allowed

Unit Cost: \_\_\_\_\_

Total Value: \_\_\_\_\_

Originator Signature

Date

\_\_\_\_\_

\_\_\_\_\_