

Fixed Asset Stock Entry Form (Required for New purchase, fixed asset only)	
Location of installation	
Asset name	
Manufacturer	
Model	
Product serial no	
Department	
Fund (Core or Project)	
Floor number	
Room number	
Room name	
PO No:	
Install date	
AMC with (status)	
AMC (from - to)	
Service Center	
Name of Asset in-charge	
Signature of requisitioner/in-charge	

Note:

[To make entry of assets in Accounting Software of IASST, along with stock entry in Log Book, we need the details of the asset as per the above "Fixed Asset Stock Entry Form".

Request you to provide this filled up form along with Invoices, Purchase order copy etc. for making stock entry in Store of IASST.]