Requestors and Approvers are critical in assisting departments with capital equipment acquisitions. When you go through the process to purchase capitalized equipment there is certain information that is required. This required information assists with the setup of the equipment once received into OSU's inventory. We request you provide the details related to the purchase using the FADE (Fixed Asset Data Entry) form and attach this form to the invoice. Information that you should be able to provide includes:

Description: Complete description of the asset - generic or common noun first.
Department: Department responsible for asset.
ORG Code: Enter the organization code for the owning department.
Location: Building and room number or appropriate Building/Room code where the equipment will be located when received.
Condition: A2 – Excellent/Good
Manufacturer: Fill in manufacturer's name (this may be different than the vendor name)
Model: Fill in manufacturer's model number.
PI/Custodian: The name of the Principal Investigator/Custodian that is responsible for the asset.
PI OSU ID #: If known, enter the 9-digit OSU ID number for the PI/Custodian.
Use Code: Choose the functional use code from the drop-down list that describes the primary use for the asset.
Title-to: Check the appropriate title code designating ownership and insurance.
How Acquired: Check the acquisition code that describes the method of acquisition.
Requestor Name: Name of person submitting the form.
Requestor Phone: Phone number of person submitting the form.
Date: Date of request.

We realize there is certain information such as a serial number that may not be available at the time of purchase. This is part of the fixed asset record that we can determine once the equipment has been delivered. Your assistance with this request will facilitate the fixed asset invoice approval and the set-up of the asset in Banner.

For any specific fixed asset questions please contact fixed.assets@oregonstate.edu.

Thank You.