

**ASSOCIATED STUDENTS | SDSU**  
**FIXED ASSETS**  
**EQUIPMENT TRANSACTION FORM**

Asset Item # 

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Item Name:

DESCRIPTION
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Vendor Name:

License or Reg. #:

Serial or I.D. #:

Model #:

Additional Description:

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Location of Item (see reverse):

Invoice Number:

Invoice Date:

Account #:

Acquired Date:

Cost of Item:

New  Added Value

Employee Completing Form:

Ext:

BUSINESS OFFICE ONLY
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Vendor #:	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td></tr></table>		<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td></tr></table>		<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td></tr></table>		<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td></tr></table>		<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td></tr></table>		<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td></tr></table>		<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td></tr></table>		<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td></tr></table>		Repl Cost:
External I.D.	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td></tr></table>		<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td></tr></table>		<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td></tr></table>		<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td></tr></table>		<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td></tr></table>		<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td></tr></table>		<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td></tr></table>		<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td></tr></table>		Acquired Value:
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**NEW LOCATION****DESCRIPTION OF LOCATION****NEW LOCATION****DESCRIPTION OF LOCATION**

AC AS BUSINESS OFFICE	AS BUSINESS OFFICE	ARC ROOM 138	PROGRAM COORD OFFICE
AC AUDIO-VISUAL ROOM	AUDIO-VISUAL ROOM	ARC ROOM 139	MARKETING COORD OFFICE
AC BOWLING&GAMES	AZTEC CENTER BOWLING&GAMES	ARC ROOM 140	BLDG SRVC COORD
AC AZTEC CENTER	AZTEC CENTER	ARC ROOM 141	IM COORD OFFICE
AC AZTEC CENTER STORAGE	AZTEC CENTER STORAGE	ARC ROOM 142	PERSONAL TRAINERS
AC B/O COMPUTER ROOM	AS B/O COMPUTER ROOM	ARC ROOM 143	OFFICE SUPERVISOR
AC BACKDOOR	BACKDOOR	ARC ROOM 144	FACILITY SUPE OFFICE
AC BACKDOOR KITCHEN	BACKDOOR KITCHEN	ARC ROOM 145	MARKETING ASST OFFICE
AC BLDG SRV HALLWAY	AZTEC BOWLING ACCESS	ARC ROOM 146	HEALTH EDUCATOR
AC BLDG SVR OFFICE	BLDG SVR OFFICE	ARC ROOM 147	ARC INFO SRVCS
AC BLDG SVR STORAGE	BLDG SVR STORAGE	ARENA EXTERIOR	EXTERIOR
AC BONEYARD STORAGE	BONEYARD STORAGE	ARENA L-LOT	L-LOT
AC CASA REAL MEETING ROOM	CASA REAL MEETING ROOM	ARENA MTG CENTER	AMC
AC CASE MGR OFFICE	CASE MGR OFFICE	ARENA ROOM 106	VOMITORY
AC CASHIER OFFICE	CASHIER OFFICE	ARENA ROOM 108	WEST STORAGE ROOM
AC COUNCIL CHAMBERS	COUNCIL CHAMBERS	ARENA ROOM 111	CHAIR PARTS STRG
AC CROSS CULTURAL CENTER	CROSS CULTURAL CENTER	ARENA ROOM 111A	SOUND&LIGHT STRG
AC CUSTODIAL	CUSTODIAL	ARENA ROOM 113	SOUTH RETRACTABLE
AC GOVERNMENT AFFAIRS OFFICE	GOVERNMENT AFFAIRS OFFICE	ARENA ROOM 123A	EMPLOYEES ROOM
AC GRAPHICS	GRAPHICS	ARENA ROOM 123B	FIRST AID
AC GRAPHICS STORAGE	GRAPHICS STORAGE	ARENA ROOM 125	CHAIR STORAGE
AC GUEST LOUNGE	GUEST LOUNGE	ARENA ROOM 125B	CUSTODIAL STOREROOM
AC INFORMATION BOOTH	INFORMATION BOOTH	ARENA ROOM 129	MAINTENANCE OFFICE
AC LOADING DOCK	LOADING DOCK	ARENA ROOM 142	VIDEO CONTROL RM
AC LOUNGE-FURNITURE	LOUNGE-FURNITURE	ARENA ROOM 144	PRESS ROOM
AC LOWER MTG ROOMS	AC CENTER LOWER MTG ROOMS	ARENA ROOM 146	VIDEO STOREROOM
AC MAINTENANCE	MAINTENANCE	ARENA ROOM 147	GREEN ROOM
AC MEETING SERVICES	MEETING SERVICES	ARENA ROOM 181C	OLD BLEACHERS WS
AC MONTEZUMA HALL	MONTEZUMA HALL	ARENA ROOM 200	ADMIN OFFICES
AC MONTEZUMA LOUNGE	MONTEZUMA LOUNGE	ARENA ROOM 203	MEZZANINE
AC MONTY'S DEN	MONTY'S DEN	ARENA ROOM 203C	E MEZZANINE STR RM
AC MONTY'S PATIO	MONTY'S PATIO	ARENA ROOM 203D	W MEZZANINE STR RM
AC PATIO FURNITURE	PATIO FURNITURE	ARENA ROOM 207	OPERATIONS OFFICES
AC PATIO UMBRELLAS	PATIO UMBRELLAS	ARENA ROOM 211	RECORDS STORE RM
AC PRESIDENTIAL SUITE	PRESIDENTIAL SUITE	ARENA ROOM 300	CONCOURSE STORE RM
AC ROOM AC168G	CASE PROGRAM COORD	ARENA ROOM 401	SOUND BOOTH
AC ROOM AC305A	COMPUTER TECH OFFICE AC RM305A	ARENA SAC	SAC
AC ROOM AC305B	SYSTEM ADMIN OFFICE AC RM305B	ARENA SAC TRAILER	SAC TRAILER
AC ROOM AC305C	COMPUTER STORAGE	ARENA TICKET OFFICE	ARENA TICKET OFFICE
AC ROOM AC314	PROJECTION ROOM AC-314	CAMPUS CHILDRENS CENTER	CAMPUS CHILDRENS CENTER
AC SET-UP STORAGE	SET-UP STORAGE	CC ADMINISTRATION	CCC ADMIN
AC SETUP SUPERVISOR OFF	SETUP SUPERVISOR OFF	CC INFANT CLASS RM	CCC INFANT CLASS RM
AC SOUND CLOSET	SOUND CLOSET	CC KITCHEN/LAUNDRY	CCC KITCHEN/LAUNDRY
AC TICKET OFFICE	AC TICKET OFFICE	CC OTHER	CCC OTHER
AC UPPER STORAGE	UPPER STORAGE	CC PRESCHL/3'S CLASS RM	CCC PRESCHL/3'S CLASS RM
AQUAPLEX	AQUAPLEX	CC PRESCHL/4'S CLASS RM	CCC PRESCHL/4'S CLASS RM
ARC	ARC	CC TODDLER CLASS RM	CCC TODDLER CLASS RM
ARC ROOM 102A	ARC LAUNDRY RM	CC TRANS/2'S CLASS RM	CCC TRANS/2'S CLASS RM
ARC AA BLACK CANYON	AA BLACK CANYON	CYBER LOUNGE	CYBER LOUNGE
ARC AA CHOCOLATE MNTN	AA CHM	DA ADVERTISING	DA ADVERTISING
ARC AA LOS ARBOLITOS	LOS ARBOLITOS (AZTEC ADVENT)	DA BACKSHOP	DA BACKSHOP
ARC FITNESS ROOM	ARC FITNESS ROOM	DA COMPUTER EQUIPMENT	DA COMPUTER EQUIPMENT
ARC ROOM 101	ADMINISTRATION RM	DA DISPLAY RACKS	DA DISPLAY RACKS
ARC ROOM 102	AZTEC ADVENTURES (ARC 102)	DA EDITORIAL	DA EDITORIAL
ARC ROOM 103A	MULTIPURPOSE RM	DA PRODUCTION	DA PRODUCTION
ARC ROOM 103B	ARC AEROBICS STUDIO (ARC 103B)	DA SOFTWARE	DA SOFTWARE
ARC ROOM 104	WEIGHTROOM	DA STORAGE	DA STORAGE
ARC ROOM 105	CARDIO ROOM	IMPERIAL VLY CAMPUS	IMPERIAL VLY CAMPUS
ARC ROOM 106	ARC AUXILIARY GYM (ARC 106)	KCR RADIO	KCR RADIO
ARC ROOM 107	EAST STORAGE ROOM	M.B.A.C.	M.B.A.C.
ARC ROOM 108	WEST STORAGE ROOM	MENS CREW	MENS CREW
ARC ROOM 109	MEN'S LOCKER RM	OPEN AIR THEATER	OPEN AIR THEATER
ARC ROOM 110	WOMEN'S LOCKER RM	PARKING LOT Q	PARKING LOT Q
ARC ROOM 120	MAIN GYM	PETERSON GYM	PETERSON GYM
ARC ROOM 120A	EAST MAIN GYM STRG	PG ROOM 196	WEIGHT ROOM PG196
ARC ROOM 122	WEST MAIN GYM STRG	PIEFFER LOUNGE	PIEFFER LOUNGE
ARC ROOM 133	OUTDOOR COORD OFFICE	PG ROOM 180	RACQUETBALL COURTS
ARC ROOM 134	ASSIST DIRECTOR OFFICE	REC SPORTS	REC SPORTS
ARC ROOM 135	DIRECTOR OFFICE	SCRIPPS COTTAGE	SCRIPPS COTTAGE
ARC ROOM 136	KITCHEN/WORK ROOM	SDSU TENNIS CENTER	SDSU TENNIS CENTER
ARC ROOM 137	BULLPEN (OLD ARC 101B)	STUDENT ORG OFFICES	STUDENT ORG OFFICES