



City of Hampton

CITY OF HAMPTON
CAPITAL ASSET ADDITION FORM

Department Number and Location _____

Description _____ Date Received _____

Vendor _____ Serial Number _____

Budget Code _____ Cost _____

Description _____ Date Received _____

Vendor _____ Serial Number _____

Budget Code _____ Cost _____

Description _____ Date Received _____

Vendor _____ Serial Number _____

Budget Code _____ Cost _____

AUTHORIZATION FOR ASSET ADDITION:

Cardmember's Name _____ Date _____

(If paid by credit card)

Purchaser's Signature _____ Date _____

Instructions: Complete form for computer equipment with an individual cost of more than \$1,000, and \$2,500 for all other equipment; attach copy of invoice to form; and forward to Finance Department.