

**Government of the Virgin Islands
Fixed Asset Tracking Form
(Sample Document)**

EXAMPLE NUMBER 1 (PURCHASE ORDER WITH MULTIPLE ITEMS)

Item #	PO NUMBER	Description	Master Item (Y/N)	Sub item	Tag #	Federal or Local	Location Code	Floor	Room	Department	Custodian	Acquisition Source	Part #	Serial #	Quantity
1	20110000	Dell Desktop Computer	Y		81256	LOCAL	STT	2nd	Server	Finance (MIS)	MIS Director		N/A	ZZDR7723	1
2	20110000	Dell Monitor	N	1	81257	LOCAL	STT	2nd	Server	Finance (MIS)	MIS Director		N/A	3C80510522	1 of 2
3	20110000	(HP DL 180G6 E5620 IP 8GB US Base Sve(1))	Y		81264	FEDERAL	STT	2nd	Server	Finance (MIS)	MIS Director		590638-001	MXQ04302WO	1 of 8
4	20110000	(HP DL 180G6 E5620 IP 8GB US Base Sve(2))	Y		81263	FEDERAL	STT	2nd	Server	Finance (MIS)	MIS Director		590638-001	MXQ04302WZ	2 of 8
5	20110000	(HP DL 180G6 E5620 IP 8GB US Base Sve(3))	Y		81262	FEDERAL	STT	2nd	Server	Finance (MIS)	MIS Director		590638-001	MXQ043068N	3 of 8
6	20110000	(HP DL 180G6 E5620 IP 8GB US Base Sve(4))	Y		81261	FEDERAL	STT	2nd	Server	Finance (MIS)	MIS Director		590638-001	MXQ043068D	4 of 8
7	20110000	(HP DL 180G6 E5620 IP 8GB US Base Sve)	Y		81251	FEDERAL	STX	1st	Server	Finance (MIS)	MIS Director		590638-001	MXQ043066K	5 of 8
8	20110000	(HP DL 180G6 E5620 IP 8GB US Base Sve)	Y		81248	FEDERAL	STX	1st	Server	Finance (MIS)	MIS Director		590638-001	MXQ04302VW	6 of 8
9	20110000	(HP DL 180G6 E5620 IP 8GB US Base Sve)	Y		81250	FEDERAL	STX	1st	Server	Finance (MIS)	MIS Director		590638-001	MXQ10305B3	7 of 8
10	20110000	(HP DL 180G6 E5620 IP 8GB US Base Sve)	Y		81249	FEDERAL	STX	1st	Server	Finance (MIS)	MIS Director		590638-001	MXQ10305BJ	8 of 8

EXAMPLE NUMBER 2 (AS PRESENTED BY MS. ANNETTE HILL)

Item #	PO NUMBER	Description	Master Item (Y/N)	Sub item	Tag #	Federal or Local	Location Code	Floor	Room	Department	Custodian	Acquisition Source	Part #	Serial #	Quantity
1	20110001	COMPUTER - DESKTOP UNIT (CPU)	Y		123548	LOCAL	CAHS	3	2	DOE	A. HILL				
2	20110001	COMPUTER - MONITOR	N	1	123549	LOCAL	CAHS	3	2	DOE	A. HILL				
3		REFRIGERATION UNIT (PREVIOUSLY PURCHASED)	Y		24575	LOCAL	STT	3	2	DPNR	A. HILL				
4	20110010	COMPRESSOR	N	3	123550	LOCAL	STT	3	2	DPNR	A. HILL				

LEGEND

Green columns are required

Yellow columns are optional