



# Virgin Islands Port Authority

## Fixed Asset Division

### Fixed Asset Receiving Order

Receiving Location: \_\_\_\_\_

PO No.: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor Number: \_\_\_\_\_

No. Pieces: \_\_\_\_\_

Receiver Printed Name: \_\_\_\_\_

Receiver Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_

Delivery Driver Printed Name: \_\_\_\_\_

Delivery Driver Signature: \_\_\_\_\_

No.	Mfg / Brand	Asset Description	Model No.	Serial No.	Asset Tag No.	Acq Date/ In-Service Date	Acq Cost	Room No. or Name /Custodian
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								



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No.	Mfg / Brand	Asset Description	Model No.	Serial No.	Asset Tag No.	Acq Date/ In-Service Date	Acq Cost	Room No. or Name /Custodian
26								
27								
28								
29								
30								
31								
32								
33								
34								
35								
36								
37								
38								
39								
40								
41								
42								
43								
44								
45								
46								
47								
48								
49								
50								



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No.	Mfg / Brand	Asset Description	Model No.	Serial No.	Asset Tag No.	Acq Date/ In-Service Date	Acq Cost	Room No. or Name /Custodian
51								
52								
53								
54								
55								
56								
57								
58								
59								
60								
61								
62								
63								
64								
65								
66								
67								
68								
69								
70								
71								
72								
73								
74								
75								



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No.	Mfg / Brand	Asset Description	Model No.	Serial No.	Asset Tag No.	Acq Date/ In-Service Date	Acq Cost	Room No. or Name /Custodian
76								
77								
78								
79								
80								
81								
82								
83								
84								
85								
86								
87								
88								
89								
90								
91								
92								
93								
94								
95								
96								
97								
98								
99								
100								



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Delivery Driver Signature: \_\_\_\_\_

No.	Mfg / Brand	Asset Description	Model No.	Serial No.	Asset Tag No.	Acq Date/ In-Service Date	Acq Cost	Room No. or Name /Custodian
101								
102								
103								
104								
105								
106								