



Bureau of Indian Affairs / Education Capitalized ABZON Request Form

(last revised: 4/12/2016)

Please complete the following information and ensure a Property Officer approves the form before submission. Instructions for this form can be found at the following link: [Capitalized ABZON Request Form Instructions](#). Completed forms must be submitted via email to the Division of Property Management.

Section I. Property Officer Information		Date Submitted:
a. Last Name:	b. First Name:	
c. Phone #:	d. Email:	
e. Requesting Region/Program:		

Section II. ABZON Information (Transaction Data)	
a. New Asset or Betterment:	b. Existing Asset Number <i>(Betterments Only)</i> :
c. In-Service Date:	d. Amount:
e. Amount Calculation Method:	f. "Other" Method:
g. Short Text <i>(Reason for ABZON)</i> :	

Section III. ABZON Information (Additional Details)	
a. Transaction Type:	
b. If "Found," how was asset initially acquired:	
c. If transferred from another Bureau/Agency, which Bureau/Agency (Trading Partner):	

Section IV. ABZON Information (Asset Information)	
a. Asset Class:	b. UPC:
c. Inventory Number:	d. Business Entity <i>(RP Only)</i> :
d. Cost Center:	e. Responsible Cost Center:
f. Fund:	g. Functional Area:
h. WBS:	i. PI Document Number:

** Additional fields and records (AMR, Fleet/Equipment, Real Property/REO) must be updated by the submitting Region / Program within five days after the asset record is created by Central Office.*

Section V. Supporting Documentation	
<i>Check all that apply</i>	
Property Invoice	Other:
Ownership Documentation	Other:
Transfer Documentation	Other:
Purchase Order from External Source	Other:

Section VI. Approvals

Property Officer Approval (Regional / Program)		
<i>I certify that the information provided is correct, all supporting documentation has been prepared and will be submitted with the request, and that the FBMS inventory was adequately searched to ensure asset has not been previously recorded.</i>		
<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>

Div. of Property Mgmt. Approval	Approved	Rejected (See Comments on p. 2)
<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>

Asset Accountant Approval	Approved	Rejected (See Comments on p. 2)
<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>



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Section VII. Property Officer Comments

Empty text area for Property Officer Comments.

Section VIII. Division of Property Management Comments

Empty text area for Division of Property Management Comments.

Section IX. Asset Accountant Comments

Empty text area for Asset Accountant Comments.