

TRINITY COUNTY

FIXED ASSET FORM

INSTRUCTIONS

Form should be completed as follows:

- CHECK ONE - Acquisition, Trade, or Disposition and place P.O. # on form, if applicable.
- DEPARTMENT - name of the department receiving or disposing of the machinery or equipment.
- DATE OF ACQUISITION - date the item was received or identified as salvage/surplus for disposal.
- LOCATION – Current location of asset. If new equipment purchased will be located in the general office area of your department put office. If it is assigned to a particular employee or an area other than your office, please indicate such in this section of the form.
- AUTHORIZED BY/DATE - the form should be signed and dated by the user and forwarded to the Auditor's Office.

ACQUISITION INFORMATION:

- VENDOR – Company in which the item was purchased from.
- SERIAL NUMBER - the identification or serial number of the equipment received.
- DESCRIPTION (MANUFACTURE, MODEL/MAKE) - briefly describe the equipment purchased by manufacture, make or model number.

ACQUISITION COST:

- INVOICE PRICE – the cost of the item
- INSTALLATION PRICE – any additional cost
- LESS TRADE-IN – any discount *
- NET COST – the total cost of the item

*If the item was a Trade-In you must complete the following:

- ASSET NUMBER – the number that was assigned if any
- SERIAL NUMBER – the serial number of the item
- DESCRIPTION (MANUFACTURER, MAKE/MODEL) - briefly describe the equipment being traded.

Attach Fixed Asset Form to Invoice.

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DISPOSITION INFORMATION:

If the item is being replaced by the new purchase or the item is being disposed of you would need to fill out the following section.

- ASSET NUMBER – the number that was assigned if any
- SERIAL NUMBER – the serial number of the item
- DESCRIPTION (MANUFACTURE, MAKE/MODEL) - briefly describe the equipment being replaced or disposed of.
- STATUS OF ASSET – Check one or more of the following options. Operational, At Repair, Damaged, Stolen, Pending Sale, Sold/Donated, Pending Transfer.
- SALE OR DONATED – if the item is being sold or donated you would need to fill the section with the Name and Address of the Purchasers or Donee. If the item was sold put the sales price on the form, if the item was donated put an estimated value on the form.

TRANSFERRED

If the item is being transferred to another department it is the department that is transferring the equipment responsibility to fill out the form.

- ASSET NUMBER – the number that was assigned if any SERIAL NUMBER – the serial number of the item
- DESCRIPTION (MANUFACTURE, MAKE/MODEL) - briefly describe the equipment being transferred
- TRANSFERRED FROM – the department /individual and current location
- TRANSFERRED TO – the department/individual and current location

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_____ Acquisition _____ Disposition _____ Transfer P.O. # _____

Department: _____

Location: _____

Asset #: _____

Acquisition Information:

Vendor: _____

Invoice Price: _____

Serial Number: _____

Installation Price: _____

Description (Manufacturer, Make/Model): _____

Less: Trade-In: * _____

Net Cost: _____

* If Trade-In the following must be completed:

Asset Number: _____

Serial Number: _____

Description (Manufacturer, Make/Model): _____

Disposition Information:

Asset Number: _____

Serial Number: _____

Description (Manufacturer, Make/Model): _____

Status of Asset:

_____ Operational

_____ At Repair

_____ Damaged

_____ Stolen

_____ Pending Sale

_____ Sold/Donated

_____ Pending Transfer

If Sale or Donated:

Name and Address of:

Purchaser/Donee: _____

Sale Price: _____

Estimated Value if Donated: _____

If Transferred:

Asset Number: _____

Serial Number: _____

Description (Manufacturer, Make/Model): _____

Transfer From:

Department Name or Individual: _____

Current Location: _____

Transfer To:

Department Name or Individual: _____

Transfer Location: _____

Department Head or Authorized Representative: _____

Date: _____