

FIXED ASSET RECORD - PROPERTY AND EQUIPMENT
(Vehicles, Furniture, Equipment, Machinery, Radios, Electronics, Etc.)

County
 Department
 Inventory Officer

Identification Number
 Account

Record of Acquisition

Item
 Trade Name
 Description

Estimated Useful Life

Serial Number
 Model Number

Vendor (or donor)
 Date Acquired
 Cost
 Purchase Order Number
 Warrant Number
 Location of Asset
 Federal Grant Funds used

Estimated Fair Market Value (if donated)

Federal Grant Number

Lease-Purchase Assets or Leased (rented) Assets

Vendor
 Payment Contract with
 Date of contract
 Purchase Price
 Date of Final Payment

Lease- Purchase (title will transfer to the County upon final payment).

Leased/Rented *(For tracking purposes only - full warranty leases and rented equipment are not to be include in total value of County owned fixed assets).*

				Asset Disposition
Date Declared Surplus Disposition (check one)	Sold	Traded	Junked	
Date Sold or Traded				
Receipt Number				Amount
Sold or Traded to:				
Method of disposal (if declared junk)				