

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

Estimated Fair Market Value (if donated)

Purchase Order Number

Warrant Number

Location of Asset

Federal Grant Funds used

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)			