

S. A. & I. 9005 (2000)

FIXED ASSET RECORD - PROPERTY AND EQUIPMENT
(Autos, Office Furniture and Equipment, Road Machinery and Equipment, Radios, Etc.)

COUNTY	IDENTIFICATION NO.					
OFFICE OR DEPT.	FUND / ACCOUNT					
RECORD OF ACQUISITION						
ITEM	TRADE NAME					
DESCRIPTION						
ESTIMATED LIFE	SERIAL NO.	MOTOR NO.	MODEL No.			
VENDOR OR LESSOR		ADDRESS				
<u>If acquired by purchase and County actually has title thereto, give following information:</u>						
DATE ACQUIRED	COST \$	P.O. NO.	WARRANT NO.			
Federal Grant money used \$ _____ Federal Contract No. _____ CRDA No. _____						
<u>If County does not have title but is holding under lease or rental contract, give following information:</u>						
PAYMENT CONTRACT WITH		MONTHLY RENTAL \$				
CONTRACT NO.	DATE OF CONTRACT	PURCHASE PRICE \$	ACQUISITION DATE			
RECORD OF DISPOSITION						
SOLD, TRADED OR JUNKED (circle one) WHY?						
DATE OF DISPOSITION	AMOUNT RECEIVED BY SALE \$		MISC. RECEIPT NO.			
TO WHOM SOLD OR TRADED		ADDRESS				
INVENTORY:						
REMARKS:	DATE	BY	DATE	BY	DATE	BY

As to items under rental contract, the date of acquisition is whenever final payment is made and title is delivered.

PAYMENT REGISTER

NO.	DATE	WARRANT NO.	\$ PAYMENT	\$ BALANCE
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