

FIXED ASSET NOTIFICATION FORM

→ COMPLETE THIS SECTION FOR ALL NEW ASSETS:

Acquisition date: _____ Cost: _____
Account number from which purchase was paid: _____ Vendor name _____
Dept. name & number: _____ Bldg/Rm number where asset is located _____

NEW ASSET INFORMATION. See Asset Categories on the reverse side of this form to determine what category your asset falls within. Complete the requested information below for that category.

MACHINERY/EQUIPMENT \$1,000 or more:

Description: (i.e. computers, grounds equip, tools, cars, etc): _____
Manufacturer: _____ Model: _____ (List item)
Serial or VIN#: _____ Year/Make: _____
Title number: _____ Color: _____ Odometer Reading _____

VEHICLE MAINTENANCE & REPAIR \$10,000 or more:

Description: _____

INFRASTRUCTURE at any cost:

Description: (i.e. roads, gravel, sewers, bridges, etc) _____
Location: _____

LAND at any cost:

Address/Tax I.D. Code: _____ ✓ if applicable: Easement ___ R-O-W ___

IMPROVEMENTS OTHER THAN BUILDINGS \$25,000 or more:

Description (i.e. fencing, athletic fields, outdoor lighting, etc): _____

BUILDINGS any cost /IMPROVEMENTS/MAINTENANCE \$50,000 or more:

Description (i.e. permanent & portable bldgs, carpeting, interior renovation, etc): _____
Square footage: _____ Type of structure: (i.e. brick, wood, concrete) _____

**→ COMPLETE THIS SECTION ONLY TO TRANSFER AN ASSET TO ANOTHER DEPARTMENT:
(Requires prior approval from Commissioners)**

Description: _____ Serial or VIN # _____ Red Tag # _____
Department transferring _____ Department Receiving _____

→ COMPLETE THIS SECTION ONLY TO SURPLUS AN ASSET: (Requires prior approval from Commissioners)

Description: _____ Serial or VIN # _____ Red Tag # _____
Department surplussing _____ Location where asset will be stored _____

→ Signature _____ Date _____

***If asset is a new purchase, attach this form to a completed blue claim and submit to Terri Woodward/Bookkeeping Department for processing. Blue claims for fixed assets in excess of \$1,000 will be returned if fixed asset form is not completed and attached. Questions regarding fixed assets should be directed to Teri Lukeman at 435-5460.**

Auditor's Use ONLY
Asset ID# _____
Tag ID# _____
Check # _____

Use this form for reporting a new asset, transferring an existing asset to another department and to surplus an asset.

NEW ASSETS

This form must be submitted with the blue claim for all fixed assets that cost \$1,000 or more. Acquisitions by lease/purchase must also be included.

Complete the top section for new assets. Determine the category your asset falls within from the choices below and complete that section. Sign and date the form. Attach to a completed blue claim and submit to Terri Woodward/Bookkeeping Dept. A numbered red asset tag will be assigned and attached to the form, which will be returned to you. Upon receipt, locate the asset and affix the red tag.

Asset Categories:

Machinery/Equipment \$1,000 or more: Equipment maintenance and repair, office furniture, maintenance equipment, grounds equipment, transportation equipment, heavy equipment, office equipment, computer hardware, computer software, athletic equipment, appliances/food service equipment, audio visual equipment, books, multi-media equipment, communication equipment, lab & science equipment, law enforcement equipment, tools, outdoor recreation equipment, stage and auditorium equipment, custodial equipment and vehicles.

Vehicle Maintenance & Repair \$10,000 or more

Infrastructure at any cost: Network-roads, gravel, concrete with open ditches, concrete with curb & gutter and storm sewers, asphaltic concrete with open ditches, asphaltic concrete with curb & gutter and storm sewers. Network bridges, concrete beam, steel with truss, steel without truss, timber/wood. Reinforced concrete pipe, corrugated metal pipe.

Land Acquisition at any cost: Includes easements, right-of-way, lots, parcels & acreage.

Improvements Other than Buildings \$25,000 or more: Fencing, gates, landscaping, outside sprinkler systems, athletic fields, miniature golf courses, septic systems, stadiums, swimming pools, tennis courts, fountains, retaining walls, man-made lakes, bleachers, outdoor lighting, bikes and jogging paths.

Buildings at any cost: Permanent and portable structures.

Building Improvements & Maintenance \$50,000 or more: Excavation, foundation, frame, floor structure, floor covering, carpeting, exterior walls, roof cover, interior construction, interior renovation, ceiling finish, plumbing, HVAC, electrical, fire system, elevators.

TRANSFERRED ASSETS & SURPLUS ASSETS

An asset may be transferred to another county department or declared surplus after approval by the County Commissioners. Requests should be submitted in writing. If approved, the Commissioners will initial the request and a copy will be sent to you. Fill in the transfer or surplus section of this form, sign and date, and attach a copy of the approved request. Send to Teri Lukeman/Auditors Office. DO NOT REMOVE THE RED ASSET TAGS.