

**FIXED ASSET NOTIFICATION FORM**

**COMPLETE THIS SECTION FOR ALL TRANSACTIONS:**

**CIRCLE ONE** This notification is for:    Addition            Correction            Transfer            Surplus  
**CIRCLE ONE** Acquisition is by:            Purchase\*            Donation            Transfer  
Acquisition date: \_\_\_\_\_ Cost: \_\_\_\_\_  
Account number from which purchase was paid: \_\_\_\_\_  
Vendor name/number: \_\_\_\_\_ Department name & number: \_\_\_\_\_  
Building and office name where fixed asset is located: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

**COMPLETE THE APPROPRIATE SECTION FOR NEW ASSETS. (See new definitions on reverse side)**

**LAND:**

Address/Tax I.D. Code: \_\_\_\_\_ Check if applicable: Easement \_\_\_\_ R-O-W \_\_\_\_

**IMPROVEMENTS OTHER THAN BUILDINGS:**

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

**BUILDINGS/IMPROVEMENTS/MAINTENANCE:**

Description (i.e. permanent & portable bldgs, carpeting, interior renovation, etc): \_\_\_\_\_  
Type of structure: (i.e. brick, wood, concrete) \_\_\_\_\_  
Name of builder/contractor: \_\_\_\_\_ Total square footage of structure: \_\_\_\_\_

**MACHINERY/EQUIPMENT:**

Description: (i.e. computers, grounds equip, tools, cars, etc): \_\_\_\_\_  
Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ (List item)  
Serial or VIN#: \_\_\_\_\_ Year/Make: \_\_\_\_\_  
Title number: \_\_\_\_\_ Color: \_\_\_\_\_ Odometer Reading \_\_\_\_\_  
\*\*Wrecked/Totalled: \_\_\_\_\_ Wrecked/Kept for parts \_\_\_\_\_  
(Attach copy of insurance settlement information) (Location: Cnty. Garage/Muensterman's, etc.)

**VEHICLE MAINTENANCE & REPAIR OVER \$10,000:**

Description: \_\_\_\_\_

**INFRASTRUCTURE:**

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

**COMPLETE THIS SECTION TO TRANSFER EXISTING ASSETS TO ANOTHER DEPARTMENT:**

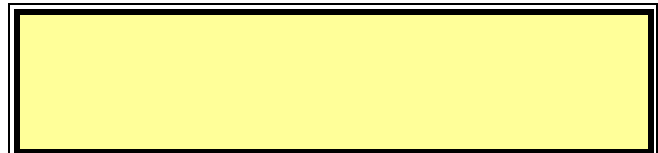
Description: \_\_\_\_\_ Red Tag # \_\_\_\_\_ Asset # \_\_\_\_\_ Date of Transfer \_\_\_\_\_  
Department transferring \_\_\_\_\_ Department receiving \_\_\_\_\_

**COMPLETE THIS SECTION FOR SURPLUS ASSETS: (Requires prior approval from Commissioners)**

Description: \_\_\_\_\_ Red Tag# \_\_\_\_\_ Asset # \_\_\_\_\_ Department name \_\_\_\_\_  
Location where equipment will be held after removal \_\_\_\_\_ Surplus Approval 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.**

See reverse side of form for further instructions.



**Land acquisition at any cost**

Easements, right-of-way, lots, parcels, acreage

**Improvements Other than Buildings \$25,000 or greater**

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 & jogging paths

**Buildings at any cost**

Permanent & portable structures

**Building Improvements & Maintenance \$50,000 or greater**

Excavation, foundation, frame, floor structure, floor covering, carpeting, exterior walls, roof cover, interior construction, interior renovation, ceiling finish, plumbing, HVAC, electrical, fire system, elevators

**Equipment \$1,000 or greater**

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, vehicles.

**Vehicle maintenance & repair \$10,000 or more**

**Infrastructure at any cost**

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