

POTTAWATTAMIE COUNTY
FIXED ASSET INFORMATION FORM
NEW ACQUISITION

Please complete for all assets acquired, valued at \$5,000 or more. Attach supporting documentation (Ex: Bill of Sale/Contract) for acquisitions and forward to **Candy Lewis, Auditor's Office** for processing.

GENERAL INFORMATION

Description: _____ Tag # _____

Acquisition Date: _____ Fund # _____ Department # _____

Asset Location: _____ Building or Secondary Location: _____

Manufacturer: _____ Model #: _____ Year (If applicable) _____

Serial / VIN #: _____ Estimated useful life (Years): _____

Cost/Purchase price: _____ + **Trade-In** _____ = Value: _____

Vendor/Purchased from: _____ Address: _____

Acquisition

ASSET TYPE (CHECK ONE)

- Purchase
- Constructed
- Exchange/Trade
- Donation
- Leased
- Other

- Land
- Improvement other than Building
- Construction in Progress
- Equipment & Vehicles
- Buildings
- Infrastructure

****Trade-In/Completed Fixed Asset Disposal Form Needed****

Comments: _____

Department Head Signature: _____ Date: _____

*******TO BE COMPLETED BY FIXED ASSET OFFICE*******

NEW Asset ID # _____ Class _____ Category Code _____ Asset Control Acct 9000-18000

Vendor # _____ Payment # _____ Useful Life (Months) _____

DISPOSED Asset ID # _____

Input Tyler Date: _____ Copy Risk Manager/Insurance Date: _____ Clerk _____