FIXED ASSETS INVENTORY / TAG REQUEST FORM

1. Tag Number _____

2. Item Description _____

3. Cost_____. If estimated, check here _____, and indicate information source.

4. Purchase Date _____Years anticipated use_____

5. Purchasing Department _____

6. Vendor from whom acquired _____

7. Brand Name _____

8. Model Number _____

9. Serial No or Vehicle ID Number _____

10. Condition (circle One): N G P R
    N-New G-Good P-Poor R-Needs replacement (within one year)
    Color_____

11. Location: Building _____
    Room Number or name _____

12. Maintenance Contract? _____ If yes, with whom _____

13. Funding Source COUNTY STATE FEDERAL LOCAL DONATION
    If Federal: _____ Use:_____
    Percentage of Federal Participation _____

FINANCE USE ONLY

14. Acquisition Method: PURCHASE LEASE-PURCHASE INSTALLMENT-PURCHASE
    CONSTRUCTION EMINENT DOMAIN TAX FORECLOSURE DONATION

15. Retirement Date _____

16. Disposition
    A. Sold – Price _____
    B. Traded-in – allowance amount _____
    C. Trashed (Requires approval by Board of Commissioners)

17. Check Number _____

18. Account Number _____ PO Number _____ Life years ____

Print Form