

NEWBERRY COUNTY FIXED ASSETS INVENTORY

Add Change Delete

DATE: _____

DEPARTMENT: _____ DEPT. NO.: _____ FUND: _____

ITEM: _____

DESCRIPTION: _____

COUNTY I.D. NO.: _____

MODEL NO.: _____

SERIAL NO.: _____

TYPE: _____

LOCATION CODE: _____

DATE PURCHASED: _____

EXPECTED USEFUL LIFE: _____

PURCHASE PRICE: \$ _____

APPRAISED VALUE: \$ _____

ESTIMATED COST: \$ _____

METHOD OF ACQUISITION: _____ PURCHASE _____ GIFT

VENDOR: _____

DISPOSAL DATE: _____

METHOD: _____ SOLD _____ JUNKED _____ TRADED

ACCUMULATED DEPRECIATION: \$ _____

SUBMITTED BY: _____

DEFINITION: A fixed asset may be land, buildings, automobiles, equipment, special equipment, computers, furniture, file cabinets (systems), furnishings, systems or anything with a value of \$5,000 or more and with an expected life of 3 years or more or anything of value that needs to be recorded for control

All items over this amount must be listed separately on one of these forms. The inventory must be a complete itemization for your department.