

# Fixed Asset Inventory Adjustment Request License # 889210

Add/Change Asset Record			
	<b>2110 - <u>0342</u></b>	<b>Check Number</b>	<b>Donated Item: Cedarville Fire Protection District</b>
<b>Description</b> (20 Characters)	1992 Chevrolet Utility Vehicle		
<b>Category</b> (for category descriptions see Fixed Asset Policy)	<input type="checkbox"/> Land <input type="checkbox"/> Land Improv. <input type="checkbox"/> Structure <input type="checkbox"/> Improv. to Structure <input type="checkbox"/> Vehicle <input type="checkbox"/> Furniture/Fixt. <input type="checkbox"/> Computers/Comp. <input checked="" type="checkbox"/> Controlled Asset <input type="checkbox"/> Machinery & Equip.		
<b>Dept. Charged with Asset</b>	Sheriff: 2110	<b>Location of Asset</b>	Storage Yard
<b>Capital Asset</b>	<input type="checkbox"/> Yes (\$5,000 and over) <input checked="" type="checkbox"/> No (over \$499, less than \$5,000)		
<b>Status</b>	<input checked="" type="checkbox"/> Active <input type="checkbox"/> Retired <input type="checkbox"/> Surplus		
<b>Fund Type</b>	<input checked="" type="checkbox"/> Governmental <input type="checkbox"/> Enterprise		
<b>Date Acquired</b>	3/6/14	<b>Vendor</b>	Cedarville FPD
<b>Manufacturer</b>	Chevrolet	<b>Model</b>	Utility 2500
<b>Serial Number</b>	1GBHK34N3NE226214	<b>Number of Units</b>	1
<b>Unit Cost</b>	\$1900	<b>Salvage Value</b>	
<b>Funding Source</b>	<input type="checkbox"/> State Grant <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Private/Donation <input type="checkbox"/> General Fund <input type="checkbox"/> Enterprise Fund		
<b>Grant Title and Year</b>			
<b>Estimated Life</b>	5	*Auditor Note: Use value for Depreciation Life	
<b>Condition when Acquired</b>	<input type="checkbox"/> New <input type="checkbox"/> Used		
<b>For Auditor Use Only</b>	<input type="checkbox"/> Depreciable <input type="checkbox"/> Post to G/L		
Disposition Request			
<b>Disposal Date</b>		*Auditor Note: Change status to "Disposed"	
<b>Disposal Method</b>	<input type="checkbox"/> Sale <input type="checkbox"/> Trade In <input type="checkbox"/> Destroy/Junk		
<b>Sales Amount</b>		<b>Comments:</b>	
<b>Trade In Value</b>			

**Required Attachments:**

- ✓ Requests to Add New Assets must accompany the Order to Draw to purchase the asset
- ✓ Please attach a copy of the Order to Draw with invoice and backup to this form (will be filed separately at the Auditor's Office with Inventory Adjustment Request)
- ✓ If Board approval was required to purchase or accept donated asset, attach Board minutes
- ✓ Proof of quotes/bids, in accordance with Section 3.24 of the County Code
- ✓ If Request for Disposal, attach Board minutes in accordance with Section 3.24.130 of the County Code
- ✓ If Asset is a vehicle, please forward original title with this form, or as soon as received.

  
**Department Head Signature**

By signing this form the Department Head accepts responsibility for the tracking and care of the asset, in accordance with Section 24051 of the Government Code.

**For Auditor Use Only:**

Reviewed by: \_\_\_\_\_

Date/Initial \_\_\_\_\_

Entered into Database by: \_\_\_\_\_

Date/Initial \_\_\_\_\_