

# Fixed Asset Inventory Adjustment Request

2110

License# 1084832

Add/Change Asset Record			
Asset ID	2110-0194	Check Number	272889
Description (20 Characters)	Chevrolet Tahoe 2002		
Category (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 checked="" type="checkbox"/> Vehicle <input type="checkbox"/> Furniture/Fixt. <input type="checkbox"/> Computers/Comp. <input type="checkbox"/> Controlled Asset <input type="checkbox"/> Machinery & Equip.		
Dept. Charged with Asset	2110	Location of Asset	Patrol
Capital Asset	<input checked="" type="checkbox"/> Yes (\$5,000 and over) <input type="checkbox"/> No (over \$499, less than \$5,000)		
Status	<input checked="" type="checkbox"/> Active <input type="checkbox"/> Retired <input type="checkbox"/> Surplus		
Fund Type	<input type="checkbox"/> Governmental <input type="checkbox"/> Enterprise		
Date Acquired	12/20/01	Vendor	Carstens Motors
Manufacturer	Chevrolet	Model	Tahoe 4x4
Serial Number	1GN EK13T12R208633	Number of Units	1
Unit Cost	34,879.70	Salvage Value	
Funding Source	<input type="checkbox"/> State Grant <input type="checkbox"/> Federal <input type="checkbox"/> Private/Donation <input type="checkbox"/> General Fund <input type="checkbox"/> Enterprise Fund		
Grant Title and Year			
Estimated Life	5	*Auditor Note: Use value for Depreciation Life	
Condition when Acquired	<input checked="" type="checkbox"/> New <input type="checkbox"/> Used		
For Auditor Use Only	<input type="checkbox"/> Depreciable <input type="checkbox"/> Post to G/L		
Disposition Request			
Disposal Date	*Auditor Note: Change status to "Disposed"		
Disposal Method	<input type="checkbox"/> Sale <input type="checkbox"/> Trade In <input type="checkbox"/> Destroy/Junk		
Sales Amount	Comments:		
Trade In Value			

**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