

Fixed Asset Inventory Adjustment Request

Add/Change Asset Record			
Asset ID	2115-0033	Check Number	10569 / 10010569
Description (20 Characters)	Call Logging Recorder System Control Support Doors		
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 type="checkbox"/> Vehicle <input type="checkbox"/> Furniture/Fixt. <input type="checkbox"/> Computers/Comp. <input type="checkbox"/> Controlled Asset <input checked="" type="checkbox"/> Machinery & Equip.		
Dept. Charged with Asset	2115-7870	Location of Asset	Dispatch
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	10/9/07	Vendor	DV Services,
Manufacturer		Model	NR-24HD-24HD(Channe1)
Serial Number	20A7110W56	Number of Units	1
Unit Cost	15,257.77	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