

Fixed Asset Inventory Adjustment Request

Add/Change Asset Record			
Asset ID	21150253	Check Number	
Description (20 Characters)	Touch Screen Monitors		
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 checked="" type="checkbox"/> Controlled Asset <input type="checkbox"/> Machinery & Equip.		
Dept. Charged with Asset	2110	Location of Asset	Dispatch
Capital Asset	<input type="checkbox"/> Yes (\$5,000 and over) <input checked="" 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	2/2/05	Vendor	Tyco Electronics
Manufacturer	Touch Screen	Model	ET1925L-8UWA
Serial Number	* See below	Number of Units	2
Unit Cost	2131.33	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

* 925 LV 50100051K
 925 LV 50100046K