

Fixed Asset Form

ID _____

General

Information

Primary Location _____
Secondary Location _____
Description _____

Fund/Dept _____

Type _____

Original Cost _____
Date Acquired _____
Method of Acquisition _____
Date Disposed _____
Method of Disposal _____
Depreciable Asset _____

Details

Units on Hand _____
Note _____
Equipment Number _____
Serial Number _____
A/P Vendor _____

A/P Invoice _____
Purchase Order _____

Asset Control _____
Reserve/Depreciation _____
Depreciation Expense _____

Depreciation

Depreciation Method _____

Details

Accumulated Depreciation _____
Date Last Depreciated _____
Life (Months) _____
Salvage Value _____
Replace Cost _____

Notes

General _____

Acquisition _____

Disposition _____

Detail

Depreciation

Start Date _____ Period Depreciation _____
Stop Date _____ Accumulated Depreciation _____

Information

Comments

Code _____ Description _____
Data _____

