

**Fairfield County
Request for Fixed Asset/Tag Number
Input Form**

Use this form to request an asset/tag number for a new fixed asset and to provide the Auditor's Office with the data necessary to record the item in the County's Fixed Asset System. This form must be submitted with the voucher package at the time of payment.

Department: _____

(Note: the tag number will be assigned by the Auditor's Office.)

Asset/Tag number _____

Asterisked items (*) must be completed by the department.
Please see accompanying instructions.

- 1 **Serial number** * _____
- 2 **Vendor Name** * _____
- 3 **Asset Description** * _____
- 4 **License Plate** * _____
- 5 **Check Number** _____
- 6 **PO Number** * _____
- 7 **Location Code** * _____
- 8 **Department Code** * _____
- 9 **Sub Class Code** * _____
- 10 **Acquisition Method** * _____
- 11 **Type** * _____
- 12 **Quantity** * _____
- 13 **Unit Cost (\$)** * _____
- 14 **Acquisition Date** * _____

15 **Signature:** _____

Date: _____

Fairfield County

Request for Fixed Asset/Tag Number

Instructions for Input Form

Item	Instruction																				
1 Serial Number	Provide the identification number located on the asset.																				
2 Vendor Name	Provide the name of company from whom asset was purchased.																				
3 Asset Description	Provide a brief description of the asset.																				
4 License Plate	If the asset is a vehicle, provide the license plate number.																				
5 Check Number	Will be completed by the County Auditor, after the Finance Office makes payment.																				
6 PO Number	Provide the County purchase order number used to pay for the asset.																				
7 Location Code	Provide the code for the physical location of the asset. See the Location Code Listing (Exhibit K-4) in the Finance Internal Control Manual.																				
8 Department Code	Provide the department code of the department that either owns or will be responsible for maintaining the asset. See the Department Code Listing (Exhibit K-5) in the Finance Internal Control Manual.																				
9 Sub class Code	Provide the sub class code to generally describe the classification of this asset item, such as computer, automobile, office furniture, etc. See the Sub Class Code Listing (Exhibit K-6) in the Finance Internal Control Manual.																				
10 Acquisition Method	<p>Provide the general source of how the asset was obtained, using this list:</p> <table border="0" style="width: 100%;"> <tr> <td>GP General Purchase</td> <td>FJ Furtherance of Justice</td> </tr> <tr> <td>FG Federal Grant</td> <td>LT Law Enforcement Trust</td> </tr> <tr> <td>SG State Grant</td> <td>DN Donated</td> </tr> <tr> <td>TR Transfer</td> <td>ED Eminent Domain</td> </tr> <tr> <td>CL Capital Lease</td> <td>PS Public Seizure</td> </tr> <tr> <td>OL Operating Lease</td> <td>CO Court Order</td> </tr> <tr> <td>CM Commissary-Sheriff</td> <td>EX Exchange</td> </tr> <tr> <td>LC Land Contract</td> <td>RB Rebate</td> </tr> <tr> <td>PC Capital Lease Purchase</td> <td>RP Replacement</td> </tr> <tr> <td>UN Unknown</td> <td>CU Culvert Replacement</td> </tr> </table> <p>If the asset is leased, please provide the County Auditor with a copy of the lease agreement with this request form.</p>	GP General Purchase	FJ Furtherance of Justice	FG Federal Grant	LT Law Enforcement Trust	SG State Grant	DN Donated	TR Transfer	ED Eminent Domain	CL Capital Lease	PS Public Seizure	OL Operating Lease	CO Court Order	CM Commissary-Sheriff	EX Exchange	LC Land Contract	RB Rebate	PC Capital Lease Purchase	RP Replacement	UN Unknown	CU Culvert Replacement
GP General Purchase	FJ Furtherance of Justice																				
FG Federal Grant	LT Law Enforcement Trust																				
SG State Grant	DN Donated																				
TR Transfer	ED Eminent Domain																				
CL Capital Lease	PS Public Seizure																				
OL Operating Lease	CO Court Order																				
CM Commissary-Sheriff	EX Exchange																				
LC Land Contract	RB Rebate																				
PC Capital Lease Purchase	RP Replacement																				
UN Unknown	CU Culvert Replacement																				
11 Type	Either General Purchase (All Departments) or Proprietary (Utilities)																				
12 Quantity	Provide the number of items acquired.																				
13 Unit Cost	Provide the price per individual item.																				
14 Acquisition Date	Provide the invoice date, if purchased; else, provide the date the County acquired the asset.																				
15 Signature	Provide a signature of the elected official, department head, or designated representative in order to validate the form.																				