

Fairfield County Request for Capital Asset/Tag Number Input Form

Use this form to request an asset/tag number for a new capital asset and to provide the Auditor's Office with the data necessary to record the item in the County's Capital 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 Capital 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="margin-left: 40px;"> <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. | | | | | | | | | | | | | | | | | | | | |