

CAPITAL/FIXED ASSETS
YEAR _____

DEPARTMENT: _____

NEW purchases or DONATED items

VEHICLES – Large Equipment

Item _____

Vehicle Make: _____

Vehicle Model: _____

COST \$ _____

Vehicle Year: _____

Attached Photo's

Vehicle VIN: _____

Donated items must have a reasonable value amount stated:

TRANSFERRED TO – Department _____

Description of item transferred using above information _____

SENT TO AUCTION:

Description: _____

SCRAPPED/JUNKED/DESTRUCTION:

Description: _____

REMARKS/METHOD: _____

Above referenced item has been received on _____ (Date)

Signed this _____ day of _____, 20____

By:
Print Name

Above referenced item has been transferred on _____ (Date)

Signed this _____ day of _____, 20____

By:
Print Name

There is no such thing as replacement-each item stands on its own. The level for the Capital/Fixed Asset is \$3,000 set by the Commissioners-INVENTORY will be any item that will last more than one year and costs more than \$250.00. NOTE-If using Exempt plates as part of the description, you MUST document when moving to another vehicle.