

## GILLESPIE COUNTY FIXED ASSET ADDITION

<b>ITEM TAG</b>	<b>ITEM CLASS</b>	<b>ITEM TYPE</b>
<b>DEPT NO.</b>	<b>DEPT HEAD</b>	<b>DATE</b>
<b>ASSET DESCRIPTION</b>		<b>VENDOR</b>
Serial No. _____ Mfg/Make _____ Model _____ Year _____		
<b>ACQUISITION DATA</b>		<b>LOCATION DATA</b>
DATE ACQUIRED: _____		DATE _____ OFFICE _____
METHOD OF ACQUISITION: <input type="checkbox"/> Purchased <input type="checkbox"/> Donated <input checked="" type="checkbox"/> Constructed		
CLAIM NUMBER: _____		BUILDING OR OTHER LOCATION _____
ORIGINAL COST OR APPRAISAL	\$ _____	DATE _____ OFFICE _____
TRANSPORTATION COST	\$ _____	
INSTALLATION COST	\$ _____	BUILDING OR OTHER LOCATION _____
OTHER COSTS / FEES	\$ _____	<b>X</b>
TOTAL COST	\$ _____	<small>SIGNATURE OF DEPARTMENT PROPERTY MANAGER</small>
<b>FIXED ASSET TAG RECORD</b>		
Date Tagged _____	Joint Ownership <input type="checkbox"/> Yes <input type="checkbox"/> No	
Asset Description _____		
Asset Condition _____		
Asset Location & Room Number _____		
Signature _____		
COMMENTS:          		