

**GILLESPIE COUNTY**

**NEW ASSET**

<b>ITEM TAG:</b>		<b>ITEM CLASS:</b>		<b>ITEM TYPE:</b>	
<b>DEPT NO.:</b>		<b>DEPT HEAD:</b>		<b>DATE:</b>	
<b>RECEIVED BY:</b>				<b>P/O:</b>	
<b>ASSET DESCRIPTION (DETAILED)</b>				<b>VENDOR</b>	
Serial No. _____ Mfg/Make _____ Model _____ Year _____					
<b>ACQUISITION DATA</b>				<b>LOCATION DATA</b>	
<b>DATE ACQUIRED:</b>				<b>DATE</b> <b>OFFICE</b>	
<b>METHOD OF ACQUISITION:</b> <input type="checkbox"/> Purchased <input type="checkbox"/> Donated <input checked="" type="checkbox"/> Constructed					
<b>CLAIM NUMBER:</b>				<b>BUILDING OR OTHER LOCATION</b>	
<b>ORIGINAL COST OR APPRAISAL</b> \$				<b>DATE</b> <b>OFFICE</b>	
<b>TRANSPORTATION COST</b> \$					
<b>INSTALLATION COST</b> \$				<b>BUILDING OR OTHER LOCATION</b>	
<b>OTHER COSTS / FEES</b> \$				<b>X</b>	
<b>TOTAL COST</b> \$				<small>SIGNATURE OF DEPARTMENT PROPERTY MANAGER</small>	
<b>FIXED ASSET TAG RECORD</b>					
<b>DATE ASSET TAGGED:</b>					
<b>ASSET CUSTODIAN:</b>					
<b><u>INFORMATION ENTERED INTO SYSTEM</u></b>					
_____			_____		
<b>DATE</b>			<b>AUTHORIZATION</b>		