

FIXED ASSETS WORKSHEET

Asset Number:	Asset Tag Decal Number:	Status (M arked):
Asset Type:	Condition (G ood, S atisfactory, U nsatisfactory):	
Location Code:	Department Code:	
Class (M - Vehicle, F - Furniture, L - Land, B - Building, R -Leased, C - Construction, O - Other):		
Make/Manufacturer:		
Model:		
Description:		
Purchase Date:	Serial Number:	
Cost:	Purchased From:	
Salvage Value:	Warranty Notes:	
Accum Depr:	Type Depreciation (S - Straight line, N - None):	
Monthly Depr:	Last Depreciation Date:	
Useful Life (Months):	Purchase Order Number:	
Item to be insured (Y/N):	Insurer:	
Disposition:	Date Disposed Of:	
Remarks:		
Asset Account:	Depr Account:	Expense Acct:
Information Collected By:	Date:	
Information Updated By:	Date:	

Notes: