

# MORGAN COUNTY ASSET WORKSHEET

Use this form for additions or deletions of capital asset items purchased over \$5,000.

Any changes in status of equipment must be recorded and sent to the Accounting Department as soon as possible.

**Disposal of assets require Board of County Commissioner approval prior to disposal**

Department \_\_\_\_\_

**ADDITION:**

Asset description: \_\_\_\_\_

Date placed in Service: \_\_\_\_\_ (MM/DD/YYYY)

Total Cost: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

County Tag No: \_\_\_\_\_

\*Depreciation in Months: \_\_\_\_\_

**TRADE-IN (if applicable)**

Asset number: \_\_\_\_\_

Trade-in date: \_\_\_\_\_

Description: \_\_\_\_\_

**DISPOSAL:** \_\_\_\_\_

Asset number: \_\_\_\_\_

Disposal Date: \_\_\_\_\_ (MM/DD/YYYY)

Disposal Method:                      Sold                      Transfer                      Junked

Department: \_\_\_\_\_

Sold to: \_\_\_\_\_

Value Received: \_\_\_\_\_

Serial Number: \_\_\_\_\_

County Tag No: \_\_\_\_\_

**\*Depreciation Schedule:**

Buildings	20 - 50 years
Equipment	5 - 20 years
Vehicles	5 - 20 years
Infrastructure - Bridges	15 - 25 years
Infrastructure - Roads	15 - 25 years

Department Head signature: \_\_\_\_\_ Date: \_\_\_\_\_

Commissioner signature: \_\_\_\_\_ Date: \_\_\_\_\_

Commissioner signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Accounting Dept.                      Approved by:                      Date: \_\_\_\_\_

Asset #                      Entered by:                      Date: \_\_\_\_\_