HERTFORD COUNTY

FIXED ASSET DATA SHEET

CHECK ONE:

_____ New Asset

_____ Improvement

_____ Left Off Asset

Asset Tag # _____

Description _____

Class Code (circle one) **Building** **Land** **Computer Equipment**

Machinery **Vehicle** **Equipment** **Construction**

Serial Number/Pin _____

Location/Department _____

Storage location _____

Date Acquired/Purchased _____

Acquisition Cost _____

Manufacturer _____

Model _____

Year _____

License/Registration # _____

Condition (circle one) New Good Poor Used

Acquisition Method (circle one) Purchased Donated Leased Traded

Estimated Useful Life (years) _____

Person Completing Form _____ Date _____

Department Head _____ Date _____

Posted to Fixed Assets by _____ Date _____