

SANTA CRUZ COUNTY

FIXED ASSET TRANSACTIONS

Instructions: Please complete by filling in the blank or circling answer

Date: _____ Dept #: _____ Index Code: _____ Subject: _____

Fund: (10) (20) (50) (60) (70) Ownership Status: C - county / F - federal / L - lease / R - CERTS

* see below for descriptions

Acquisition Method: P - purchase / G - gift / L - lease

Auditor's Office Use Only:

Date Entered		Keyed by:	FM/FY
TC	ACQ Basis	Condition	Source
900	A	G	100%



Transaction	ACQ Date mmddyyyy	ACQ. Cost/ Value	Category	Asset Tag # (enter all 10 digits)	Class Major / Minor	Location / Sublocation	Asset Description	Serial or VIN #	Model # or Manufacturer
*see below			*see below		*see FAACS listing	*see FAACS listing			
ACQ NEG POS	1091998	\$2,000	B E L V I	00000 12345	0600 - 0020	33 - 1000	SAMPLE - Fax machine w/tray	BC555999R	Sony
ACQ NEG POS		\$	B E L V I		-	-			
ACQ NEG POS		\$	B E L V I		-	-			
ACQ NEG POS		\$	B E L V I		-	-			
ACQ NEG POS		\$	B E L V I		-	-			
ACQ NEG POS		\$	B E L V I		-	-			
ACQ NEG POS		\$	B E L V I		-	-			
ACQ NEG POS		\$	B E L V I		-	-			
ACQ NEG POS		\$	B E L V I		-	-			
ACQ NEG POS		\$	B E L V I		-	-			

RECEIVED COUNTY
 SANTA CRUZ COUNTY
 ADD: DE-DOIT/ROLLER
 03 NOV - 4 AM 9:05

I certify that the equipment specified above has been tagged for fixed asset identification.

Signed _____
 Department Head Date

* **Transaction:** ACQ - Acquisition POS - Increase asset value NEG - Decrease asset value
 * **Category:** E-Equip/machinery B-Building V-Vehicles C-Const. in process I-Improvements L-Land
 * **Fund:** 10-General Fund, 20-Special Rev. Fund, 50-Enterprise Fund, 60-Internal Srv. Fund, 70-Agency Fund