

## ASSET ACQUISITION / ASSET SOLD OR DISPOSED

This form is for reporting equipment or other depreciable assets purchased or sold during the year. Please make copies of this as needed.

### Equipment or assets purchased:

Type of asset, i.e. furniture, equipment, leasehold, etc: \_\_\_\_\_

Description of Asset: \_\_\_\_\_

Date purchased: \_\_\_\_\_ Total cost: \_\_\_\_\_

Location: \_\_\_\_\_ Tag # or ID#, if applicable: \_\_\_\_\_

Type of asset, i.e. furniture, equipment, leasehold, etc: \_\_\_\_\_

Description of Asset: \_\_\_\_\_

Date purchased: \_\_\_\_\_ Total cost: \_\_\_\_\_

Location: \_\_\_\_\_ Tag # or ID#, if applicable: \_\_\_\_\_

Type of asset, i.e. furniture, equipment, leasehold, etc: \_\_\_\_\_

Description of Asset: \_\_\_\_\_

Date purchased: \_\_\_\_\_ Total cost: \_\_\_\_\_

Location: \_\_\_\_\_ Tag # or ID#, if applicable: \_\_\_\_\_

**If the assets above were bought on contract or lease, please attach a copy of the lease agreement.**

### Assets sold or disposed:

Description of Asset, including the asset #: \_\_\_\_\_

Date sold or disposed: \_\_\_\_\_ Salvage or trade-in value: \_\_\_\_\_

Was this traded in to purchase a new asset? If so, indicate new asset purchased: \_\_\_\_\_

Description of Asset, including the asset #: \_\_\_\_\_

Date sold or disposed: \_\_\_\_\_ Salvage or trade-in value: \_\_\_\_\_

Was this traded in to purchase a new asset? If so, indicate new asset purchased: \_\_\_\_\_