

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: _____