



**DEPARTMENT OF PUBLIC SAFETY
FIXED ASSETS INVENTORY FORM**



Acquisition Date: _____

Addition: Transfer: Disposal:

Physical Location Detail: _____

Description: *select from drop down list* _____ Other: _____

Brand: _____

Model: _____

Serial #: _____

Tag #: _____ Old Tag #: _____

Cost Center: _____ Line Item #: _____

Purchase Price: \$ _____

<p>DISPOSED FIXED ASSET TAG HERE</p>

Purchase Document #: _____ Payment Voucher #: _____

Received by: _____ Title: _____

Comments/ Distribution: _____

TRANSFERS/DISPOSALS ONLY

District Commander/Bureau Chief Approval

From: _____ To: _____

Approval: _____ Processed by: _____

FORWARD THIS FORM TO THE FIXED ASSETS COORDINATOR, FINANCE MANAGEMENT BUREAU