

Auditor-Controller-Treasurer-Tax Collector

Fixed Asset Additions Form (Equipment/Vehicles)

Any acquisition that qualifies for capitalization or adds value to an existing fixed asset must include this completed form as support. Please refer to the County's Fiscal Policy Manual (FA-1), Accounting for Capital Assets for information regarding capitalization thresholds, asset classes and profiles.

Contact Person/Custodian _____ Phone Number _____

Business Unit _____ Asset Class _____ Asset Type _____

Acquisition Type Purchased Leased (please attach lease/financing agreement)
 Donated Constructed Financed

Asset Tag No. Assigned¹ _____

Asset Title/ Description _____

Asset Profile _____ Estimated Asset Useful Life _____

Date of Purchase/ Received _____ Date Placed in Service² _____

Current Claim and Use Tax Amount _____ Cumulative Cost _____

Location of Asset _____

Asset Purchaser: Fund ID _____ Department ID _____

Asset User³: Fund ID _____ Department ID _____

VIN/Serial Number _____

Model/Version _____

Project number⁴ _____

Grant Funded Yes No (if Yes - Federal State Other)

If Grant funded define disposition requirements _____

New or Addition New Addition Replacement⁵

If an addition to or replacement⁵ of an existing asset provide the existing Asset's no or tag. _____

If this asset is a Parent/Child relationship exiting Parent's ID number _____

EFS Document No. (PO or Voucher # if known) _____

For questions or concerns regarding this form, please contact:

Eric Ritz: Eric.Ritz@Sonoma-county.org 565-3280

Joseph Cochrane: Joseph.Cochrane@Sonoma-county.org 565-3283

Marcus Desideri: Marcus.Desideri@Sonoma-county.org 565-3653 for all SCWA assets

1. Applies to numbers assigned by ACTTC, Fleet, ISD, and Transit.

2. If different than date of purchase. In most cases this date would be the same.

3. Applies to Fleet vehicles.

4. Include any project number assigned by department, ie. General Services-Architect and Transit.

5. If this is a replacement item, complete the Fixed Asset Adjustments Form to dispose of the item being replaced.