



Houston County Commission

Fixed Asset Data Form

Data form for purchasing, selling, transferring, trading, storing or disposing of fixed asset equipment owned by the Houston County Commission

Department:

Asset Number: _____

Location:

Description of Item:

Date Acquired:

Serial Number:

Cost of Item: \$

Source of Purchase: (Vendor Name) – if purchased, donated, confiscated, etc) _____

PO # _____

Disposition: (Sold and amount received {list auction name, gov deals, with the date of sale, and/or name of individual}, transferred, traded, stored {where} or other):

Department disposing of equipment:

Department purchasing or receiving equipment:

Signature Date

Signature Date