

## Douglas County Fixed Asset Status Form—New Asset

In order to maintain accurate records of Douglas County's assets, this form is required to be completed prior to entering the asset into the Oracle Fixed Asset system.

1. As soon as the Clerk/Comptroller's office receives the request to pay an invoice for any item with an acquisition price (either through purchase or donation) of \$500 or over, the New Asset Fixed Asset Status Form will be created for that item.
2. The form will then be emailed to the Elected Official, Department Head and the department's fixed asset custodian for completion of the pink section.
3. The department's fixed asset custodian will complete the pink section and email it back to the Clerk/Comptroller's office, with a cc to the Elected Official/Department Head.
4. The Clerk/Comptroller's office will enter the asset information into the Oracle Fixed Assets system.

**To be completed by the Clerk/Comptroller's office:**

Dept: \_\_\_\_\_ Org: \_\_\_\_\_

Description of Item: \_\_\_\_\_

Tag #: \_\_\_\_\_ Asset #: \_\_\_\_\_ Parent Asset #: \_\_\_\_\_

Major category: \_\_\_\_\_ Minor Category: \_\_\_\_\_ Date in Service: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Quantity: \_\_\_\_\_ Unit Price \$: \_\_\_\_\_ Total Price \$: \_\_\_\_\_

Supplier Name: \_\_\_\_\_ Supplier Number: \_\_\_\_\_

Date form emailed to Department: \_\_\_\_\_ Purchase Order #: \_\_\_\_\_

Date form returned from Department: \_\_\_\_\_ Invoice # \_\_\_\_\_

**To be completed by department acquiring the asset:**

Date \_\_\_\_\_

Requisition #: \_\_\_\_\_ BOC Resolution #: \_\_\_\_\_

Was this item a gift to the County? \_\_\_\_\_

Location of item Oracle org #: \_\_\_\_\_ Building: \_\_\_\_\_ Room #: \_\_\_\_\_

Date the item was placed in service/received: \_\_\_\_\_

Name of county employee receiving item: \_\_\_\_\_

**To be completed by the Clerk/Comptroller's office:**

Date entered into Oracle Fixed Asset system: \_\_\_\_\_

Entered by: \_\_\_\_\_