DEPARTMENT OF HEALTH AND HUMAN SERVICES

FIXED ASSET INPUT FORM

COMPANY

ASSET NUMBER

FUNCTION

A= ADD, C=CHANGE

ACQUISITION DATE

SEE ACQ DATE

NEW OR USED

PERSONAL OR REAL

ACQUISITION CODE

STATUS CODE

CONDITION CODE

OWN CODE

SEE LEGEND FOR CODES

ASSET DESCRIPTION:

DESCR. CODE

QUANTITY

BUDGET CODE

FUND | RCC | CENTER

Not pd on PO Enter Direct Pay

PURCHASE ORDER NO.

CHECK/REFERENCE NO.

***See Below**

NCAS OBJECT

BOOK TYPE

3 = Cost $5,000 & Greater

4 = Cost $ 500 to $ 4,999

COST

Millions | Thousands | Hundreds | Cents

INCLUDING SALES TAX, SHIPPING, & SET UP CHARGES

* NCAS OBJECT

IF LAND,BLDG, OR OTHER STRUCTURE: USE FOUR DIGITS OF BALANCE SHEET ACCOUNT. EX. 7000, 7100, ETC…

IF EQUIPMENT USE EXPENSE ACCOUNT DROPPING THE 53. EX. 4511, 4521, 4522, ETC…

MANUFACTURER

MODEL NUMBER

SERIAL NUMBER

LOCATION

PREPARED BY: _____

DATE: / /

LEGEND:

NEW OR USED	PERSONAL OR REAL	ACQUISITION CODE	STATUS CODE
N = NEW	P = PERSONAL	P = PURCHASED	U = IN USE
U = USED	R = REAL (Land,Bldg.)	C = CONSTRUCTED	S = AT SURPLUS
		D = DONATED	M = MISSING
CONDITION CODE	OWN CODE	I = INVENTORY DONATED	R = IN REPAIR
BLANK	BLANK		I = IDLE
G = GOOD	F = FEDERAL		N = ON LOAN
P = POOR	W = WIC		

INVOICE NO.

VENDOR NO.

CONTROL GROUP DATE

/ /

BATCH NO.