

EXHIBIT A – FIXED ASSETS INVENTORY AND INPUT FORM

PARISH _____ FIXED ASSETS INVENTORY AND INPUT FORM					DEPARTMENT _____ INVENTORY SITE _____					RECORDER'S SIGNATURE _____			DATE _____ PAGE _____	
DEPT. (1)	LOC. (2)	NO. (#) (3)	TYPE (4)	ACQ. DATE	METH (5)	LIFE	METH (6)	AMT.	RPCMT. COST (7)	SLVG. VALUE (8)	DESCRIPTION	BRAND	MANF. SER.#	

Approval

1. Inventory Supervisor \_\_\_\_\_ Date \_\_\_\_\_      3. Keypuncher \_\_\_\_\_ Date \_\_\_\_\_  
 2. Comptroller Office \_\_\_\_\_ Date \_\_\_\_\_

Explanation of Columns and Lines:

- (1) Dept. responsible for asset
- (2) Asset's specific location
- (3) Unique asset reference # (tag no. when appropriate)
- (4) Asset's classification, e.g.,
  - 1. building      3. furniture
  - 2. equipment    4. automobile
- (5) Method of acquisition:
  - 1. purchased    4. constructed
  - 2. leased       5. condemned
  - 3. donated
- (6) Cost Valuation Method
  - 1. historical cost
  - 2. price deflated cost
- (7) Estimated current cost to replace asset
- (8) Estimated value on planned disposal date
- (9) Approvals for document processing:
  - 1. approval after asset inventory
  - 2. comptroller's office review & additions
  - 3. input of fixed asset information