



**BASTROP COUNTY
FIXED ASSET UPDATE FORM**

USE THIS FORM TO REPORT ALL ACTIVITY OF INVENTORIED ASSETS
(INCLUDING DISPOSALS, TRANSFERS, TRADE-INS, STOLEN, SOLD)

DEPARTMENT INFORMATION

DATE _____
 DEPARTMENT NAME _____ DEPARTMENT # _____

INVENTORY ASSET 1

INVENTORY TAG # _____ VIN/SERIAL # _____
 DESCRIPTION _____

- | | |
|---|---|
| <input type="checkbox"/> ADD ITEM TO COUNTY INVENTORY | <input type="checkbox"/> LOST |
| <input type="checkbox"/> DISPOSED | <input type="checkbox"/> SURPLUSED |
| <input type="checkbox"/> TRADE-IN | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> SOLD | <input type="checkbox"/> TRANSFER - FROM DEPARTMENT #: _____ TO DEPARTMENT #: _____ |

REASON FOR DISPOSAL (IF APPLICABLE) _____
 FOR TRANSFERS - RECEIVING DEPARTMENT HEAD SIGNATURE _____ DATE _____

INVENTORY ASSET 2

INVENTORY TAG # _____ VIN/SERIAL # _____
 DESCRIPTION _____

- | | |
|---|---|
| <input type="checkbox"/> ADD ITEM TO COUNTY INVENTORY | <input type="checkbox"/> LOST |
| <input type="checkbox"/> DISPOSED | <input type="checkbox"/> SURPLUSED |
| <input type="checkbox"/> TRADE-IN | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> SOLD | <input type="checkbox"/> TRANSFER - FROM DEPARTMENT #: _____ TO DEPARTMENT #: _____ |

REASON FOR DISPOSAL (IF APPLICABLE) _____
 FOR TRANSFERS - RECEIVING DEPARTMENT HEAD SIGNATURE _____ DATE _____

INVENTORY ASSET 3

INVENTORY TAG # _____ VIN/SERIAL # _____
 DESCRIPTION _____

- | | |
|---|---|
| <input type="checkbox"/> ADD ITEM TO COUNTY INVENTORY | <input type="checkbox"/> LOST |
| <input type="checkbox"/> DISPOSED | <input type="checkbox"/> SURPLUSED |
| <input type="checkbox"/> TRADE-IN | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> SOLD | <input type="checkbox"/> TRANSFER - FROM DEPARTMENT #: _____ TO DEPARTMENT #: _____ |

REASON FOR DISPOSAL (IF APPLICABLE) _____
 FOR TRANSFERS - RECEIVING DEPARTMENT HEAD SIGNATURE _____ DATE _____

SIGNATURES

DEPARTMENT HEAD _____ DATE _____
 PURCHASING DEPARTMENT _____ DATE _____