

**ROCKINGHAM COUNTY**  
**~ CAPITAL/FIXED ASSET FORM ~**

SELECT:

ADD	REMOVE	CHANGE
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SCAN/SEND TO ACCOUNTING MGR.

Department: \_\_\_\_\_

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

Add:

Date acquired: \_\_\_\_\_

Vendor name purchased from: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Expenditure account charged: \_\_\_\_\_

Cost (w/ S&H): \_\_\_\_\_

**CHANGE:**

Asset #: \_\_\_\_\_

Date of change: \_\_\_\_\_

Change to asset/value: \_\_\_\_\_

**REMOVE:**

Asset #: \_\_\_\_\_

Date of disposal: \_\_\_\_\_

Reason for disposal: \_\_\_\_\_

Method of disposal: \_\_\_\_\_

**NOTES (include any information about trade-ins, value given for trade etc.):**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date