



# OFFICE OF THE AUDITOR

PLATTE COUNTY, MISSOURI  
415 THIRD STREET, SUITE 55  
PLATTE CITY, MISSOURI 64079

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## FIXED ASSET INVENTORY UPDATE FORM

Please return completed form to Auditor's Office

Tag Number: \_\_\_\_\_ Date of Change: \_\_\_\_\_ Department: \_\_\_\_\_

*(Auditor's Office will complete  
for new assets)*

**Please Select One of the Following:**

Purchase of New Equipment or Furniture

**If replacing old equipment, please provide that tag number here \_\_\_\_\_**

Moving Equipment from \_\_\_\_\_ to \_\_\_\_\_.

Disposal of Equipment

**Additional Information (Notes):**

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

Purchase Order No.: \_\_\_\_\_

Purchase Price: \_\_\_\_\_

Funding Source: \_\_\_\_\_

Vendor: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

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

Serial Number/VIN: \_\_\_\_\_

Location: \_\_\_\_\_

Estimated Useful Life: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Auditor Office Use Only

Asset ID No.: \_\_\_\_\_ Location Code: \_\_\_\_\_

Function: \_\_\_\_\_ Depreciation Life: \_\_\_\_\_

Category Code: \_\_\_\_\_ Posted by: \_\_\_\_\_