



**OCONEE COUNTY, SC**  
**VEHICLES and EQUIPMENT**  
**CAPITAL ASSET ACQUISITION FORM**

Finance Use ONLY!  
 Asset Tag #

**Submitting accurate and timely forms is crucial to providing Council, the Administrator, management, and others with the accurate financial reports. PLEASE PROCESS PROMPTLY!**

Complete all sections below and submit to the Finance Department for all **VEHICLES and EQUIPMENT** acquisitions with an individual cost of \$5,000 or greater. This form is **not** to be used for Vehicles and Equipment that the County has obtained from a drug seizure and is planning to sell.

Dept. Name/#: \_\_\_\_\_ Acquisition Date: \_\_\_\_\_  
*Use final GL expenditure date or the actual donation date.*

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

Year: \_\_\_\_\_ Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_

Serial #: \_\_\_\_\_ Location Code: \_\_\_\_\_ Building: \_\_\_\_\_  
*Contact Finance for the Location and Building codes.*

Estimated Life of the Asset in **Months**: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_ Vendor #: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Did the County receive the Vehicle or Equipment as a donation?  YES *If yes, attach documentation for donation.*  NO

Were grant monies used toward the acquisition of the Vehicle or Equipment?  YES *If yes, list grant(s) below.*  NO

Were any traded-in's made for the purchase of this asset?  YES *The trade-in should be disposed of separately on a disposal form.*  NO

If yes, what was the amount of the trade-in allowance? \_\_\_\_\_

Additional Notes/Comments: \_\_\_\_\_

**IMPORTANT!!**

Copies of all VEHICLE and EQUIPMENT acquisition documentation including invoices for the Vehicle and Equipment asset and any ancillary charges (e.g. shipping and handling, freight, installation, taxes, etc.) **MUST** be submitted to Finance with the completed acquisition form and reconcile to the general ledger. Do not include training. If the asset was donated to the County, attach copies of the information used to calculate the fair market value of the donated asset as of the date of its donation. Finance will reconcile the amount and codes to the general ledger and verify accuracy and compliance with accounting principles and standards. The department will receive a copy of the reconciled acquisition form along with a numbered asset tag that must be placed on the asset for which it has been assigned.

General Ledger Account(s)	\$ Amount Charged to Each General Ledger Account
<b>Total Cost of the Asset</b>	

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Finance Use ONLY			
Last GL Expenditure Date:		Asset Value Reconciled to GL By:	
Sticker # Assigned to Asset:		Y/N - Calculate Depreciation:	YES
CSI Asset Group Number:	400	Y/N - Post Depreciation:	
CSI Asset Class Number:		Entered in CSI By:	