

## Fresno County Economic Opportunities Commission

### Asset Acquisition Form

Asset ID	Asset Classification:		
	Automotive <input type="checkbox"/> Office <input type="checkbox"/> Computer <input type="checkbox"/> Equipment <input type="checkbox"/>		
Asset Description			
Serial Number	Model Number	VIN Number	
License number			
Location:	Grant or Agency Funded:		
Department/Program	Grant Agreement #:		
Purchase Order Number	Invoice Date	In-service Date	
Vendor	Purchase Price		
Name, Program		Approved by:	
<hr/>		<hr/>	
Signature		Date	
<hr/>		<hr/>	
<p>Please complete and sign the form for asset acquisitions.</p> <ul style="list-style-type: none"> <li>- Keep a copy for your file.</li> <li>- Forward the original to Finance Department.</li> </ul>			
Finance Department signature		Date	
<hr/>		<hr/>	

#### Asset Account Classification:

1405	LAND PURCHASE
1415	BUILDING PURCHASE
1425	LEASEHOLD IMPROVEMENTS
1430	EQUIPMENT - FURNITURES & FIXTURES
1435	EQUIPMENT - OFFICE MACHINES
1440	EQUIPMENT COMMUNICATIONS
1445	EQUIPMENT-DATA PROCESSING
1450	EQUIPMENT - OTHER FIXED ASSETS
1455	EQUIPMENT - AUTOMOTIVE
1460	EQUIPMENT - CAFÉ - KITCHEN & HOUSEH
1465	EQUIPMENT - MEDICAL
1470	EQUIPMENT - PHOTOGRAPHIC
1475	EQUIPMENT - UNDER \$5000 NET
1480	EQUIPMENT - UNDER \$5000 CONTRA
1495	CONSTRUCTION IN PROGRESS
3151	GRANT FUNDED ASSETS

#### Expense if Grant Funded Asset:

5410	EQUIPMENT - TRANSPORTATION CHARGE
5415	EQUIPMENT UNDER \$5000
5420	LEASED - OTHER
5425	LEASED - RENTAL OFFICE EQUIPMENT
5430	LEASED - RENTAL PAGERS
5435	LEASED - COPIERS
5440	LEASED - WORKSTATIONS/PHONES
5450	EQUIPMENT OVER \$5000
5455	REPAIRS & MAINTENANCE - COMPUTERS
5457	REPAIRS & MAINTENANCE - EQUIPMENT
5460	REPAIRS & MAINTENANCE - OFFICE EQUIP.
5465	EQUIPMENT PURCHASE DISCOUNTS
5470	EQUIPMENT TAXES
5475	INSTALLATION COSTS
5476	EXPANSION BUILDING PROJECTS
5480	EQUIPMENT COSTS ALLOCATED