

or Auditor use only		

INSTRUCTIONS: This Fixed Asset Inventory has been developed for use with the new State's Fixed Assets Accounting System. The abbreviations on the form are as follows: SOI - State of Indiana, AQU/RE - Acquisition Date/Retired Date, YYMM - Year, Month, AC/ES - Actual/Estimate. The numbers below the categories are the number of characters that can be used for that field. The shaded area Retirements are used with the shaded area Pre-Fix, Asset Number, and AQ/RE Date. No other fields are required with Retirements. For further directions, please refer to the "User's Guide".

Name of Agency					Circle Quarter for this Report					Check One Only		
						1st 2nd 3rd		4th		Adds (Items New to Inventory)		
Agency Number (Three Digits) Location (Seven Characters			aracters)	7/1 - 9/30 10/1 - 12/31 1/1 - 3/31 4/1 - 6/3								
PRE- FIX 2	ASSET NUMBER 6	SUB 2	AQU/RE DATE YYMM	DESCRIPTION CODE 5		DESCRIPTION 35		FUND NUM 4	COST CODE AC/ES	COST 12	SERIAL NUMBER 18	

DISTRIBUTION: White - Auditor; Canary - Agency's Files;