

Baker County Asset Acquisition/Deletion/Transfer Form (AADT)

TODAY'S DATE:

SUBMITTED BY:
DEPARTMENT:

	ACTIVITY METHOD CODES <i>Please Check One</i>
<input type="checkbox"/>	P = Purchased
<input type="checkbox"/>	T = Traded
<input type="checkbox"/>	O = Obsolescence
<input type="checkbox"/>	R = Returned to Vendor
<input type="checkbox"/>	S = Sold
<input type="checkbox"/>	L = Lost
<input type="checkbox"/>	V = Vandalized
<input type="checkbox"/>	W = Worn Out or Destroyed
<input type="checkbox"/>	M = Miscellaneous; please provide notation.

ACTIVITY DATE:
PURCHASED FROM (VENDOR):
TRANSACTION AMOUNT:

CAPITAL ASSET DESCRIPTION: (FILL IN ANY INFORMATION THAT APPLIES)

OFFICE EQUIPMENT & FURNITURE INFORMATION

ITEM:
SERIAL NUMBER:
COUNTY ASSET TAG#:

VEHICLE INFORMATION

VEHICLE ID NUMBER (VIN): **LICENSE:**
YEAR: **VEHICLE MAKE:** **BODY STYLE:**

BUILDING INFORMATION

STREET ADDRESS:
CITY:

PROPERTY INFORMATION

ASSESSOR REFERENCE NUMBER **MAP#**
SITE ADDRESS:
CITY:

OTHER INFORMATION

TRANSFER OF ASSETS BETWEEN COUNTY DEPARTMENTS:

TRANSFERRED FROM DEPARTMENT
TRANSFERRED TO DEPARTMENT
DATE OF TRANSFER:

PLEASE ATTACH ANY DOCUMENTS THAT WOULD APPLY TO THIS CAPITAL ASSET AND RETURN TO ADMINISTRATIVE SERVICES.