



# **FIXED ASSET ACCOUNTING AND MANAGEMENT PROCEDURES MANUAL**

## **APPENDIX B**

### **Forms**

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<b>Form Number</b>	<b>Form Name</b>	<b>Description/Purpose</b>
<b>FA-1</b>	Capitalization Form–Data Entry Form Fixed Asset Acquisitions	Provides data entry information for the Fixed Asset Management System for new acquisitions and authorizations for action taken.
<b>FA-2</b>	Capitalization Form– Disposals/Transfers/Mass Updates	Provides data entry information for the Fixed Asset Management System for disposed, transferred, or mass-updated assets and authorizations for action taken.
<b>FA-3</b>	Capitalization Form–Financial Adjustments/Other Changes	Provides data entry information for the Fixed Asset Management System for financial adjustments, grant transfers, or other changes to system data and authorizations for action taken.
<b>FA-4</b>	Designate Fixed Asset Coordinator	Authorizes employee to act as Department Fixed Asset Coordinator and identifies additional personnel to approve transfer of surplus materials and supplies to the Property Disposal Management Office warehouse for disposition.
<b>FA-97</b>	Request for Transfer of City Surplus Property–Transfer or Disposal of Surplus Material	Authorizes the removal, transportation, and disposal of City-owned surplus property and material and provides the itemized listing of surplus equipment to be removed.
<b>ES-1</b>	Equipment Assignment/Form A/ Disposal Data Sheet	Provides data entry information for the Vehicle or Fleet Management System for new acquisitions, transfers, reassignments, updates, and disposal of vehicles and rolling stock.



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