

## Asset Inventory Tag Form

<b>Disposition:</b>	<input type="checkbox"/> Add	<input type="checkbox"/> Transfer	<input type="checkbox"/> Dispose	<b>Disposal Procedure:</b> Trade <input type="checkbox"/> Scrap <input type="checkbox"/> Gov Deals <input type="checkbox"/> Other _____
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**Transferring to:** \_\_\_\_\_ **Sale Recoup Cost:** \_\_\_\_\_

**Reason:** \_\_\_\_\_

**Department Name:** \_\_\_\_\_ **Account #:** \_\_\_\_\_ **Purchase Order #:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_ **Invoice #:** \_\_\_\_\_ **Purchase Price:** \_\_\_\_\_

**Vehicle/Equipment #:** \_\_\_\_\_ **Asset Tag #:** \_\_\_\_\_

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

**Serial #** \_\_\_\_\_ **VIN #:** \_\_\_\_\_ **Vehicle/Equip Type:** \_\_\_\_\_

**Year of Vehicle:** \_\_\_\_\_ **Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_

**Vehicle Type:** \_\_\_\_\_ **Current Mileage:** \_\_\_\_\_ **Insurance Class:** \_\_\_\_\_

**Usage Description:** \_\_\_\_\_

**Department remarks:** \_\_\_\_\_

**Garage Remarks:** \_\_\_\_\_

**Insert Item Picture:**



**Dept Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Garage Initial** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Purch. Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Risk Mgmt Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Accounting Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_