



Auditor-Controller-Treasurer-Tax Collector Capital Asset Additions Form

For capital asset additions or cost adjustments

Asset Title/Description:

Asset Tag Number¹:

Purchased/Received Date:

In Service Date²:

Purchase/Payment Amount:

Use tax:

Acquisition Type: Purchased Donated Financed Purchase (attach agreement)

AM Business Unit: SC001 SCE01 AM Asset Profile

Asset Purchaser: Fund: Department ID:

Fleet ACO Purchase

Asset User: Fund: Department ID:

Custodian Name/Department ID: Phone Number:

Asset Location/Location Code:

VIN/Serial Number:

Model/Version:

Project number⁵:

Grant Funded? Federal State Other

New or Addition? New Addition Replacement ⁶

Asset ID for Addition (cost adjustment) or Replacement (retirement of existing)⁴:

Parent Child to asset ID:

EFS Document (PO or Voucher Number):

Refer to the County's [Fiscal Policy Manual FA-1 Accounting for Capital Assets](#).

Contacts for questions:

- Chris Carli at Christine.Carli@sonomacounty.gov 707-565-3280
- Joseph Cochrane at Joseph.Cochrane@sonomacounty.gov 707-565-3283
- Sonoma Water: Marcus Desideri at Marcus.Desideri@sonomacounty.gov 707-565-3653

1. Request Tag # from Chris Carli (except Fleet).
2. If different from date of purchase.
3. Refer to Fiscal Policy Manual FA-1 Accounting for Capital Assets Section D for Class and Type.
4. See FA-1 for policy on capitalization of replacements. Submit Disposal form for retirements.

ACTTC Use:

Support review

Processed in AM