



# MADISON COUNTY COMMISSION

## INVENTORY TRANSACTIONS

TODAY'S DATE:

### DEPARTMENT INFORMATION

DEPARTMENT NAME:

DEPARTMENT NUMBER:

### TRANSACTION INFORMATION

TRANSACTION TYPE:

DELETION

DONATION

INTERNAL TRANSFER

*(Department Name)*

### ASSET INFORMATION

ASSET NUMBER:

CAPITAL OR CONTROLLED?

ASSET DESCRIPTION:

SERIAL NUMBER:

MODEL NUMBER:

MAKE/MANUFACTURER:

DATE SOLD/RETIRED/DONATED:

PROCEEDS FROM SALE:

ADDITIONAL COMMENTS:

DEPARTMENT HEAD OR AUTHORIZED EMPLOYEE SIGNATURE:

### FINANCE DEPARTMENT USE

ENTERED BY:

TASKS:

DATE ENTERED:

DOCUMENTATION SCANNED & ATTACHED:

ASSET CLASSIFICATION:

DEPRECIATED:

DEPRECIATION STATUS:

WORKSHEET: