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Tightwad FPD Fixed Asset Item

QB

Asset Name/Number: (use number from asset tag sticker)

Asset Category: (leave blank for Treasurer)

Apparatus or Equip Purchases: Electronic Equip Fixtures Portable Equip

Item is new to QB

Item has changed (explain in Notes)

Item to be deleted

Purchase Description: (leave blank for Treasurer)

Date:

(MM/DD/YYYY)

Check #:

****Cost:**

Item is:

Brand new

or

Used

Asset Description:

PO Number: (if any)

Location: (if any)

office storage quarters bays unit#

(if any)

Station:

Coal

Tightwad

Serial Number: (if any)

Warranty Expires: (if any)

(MM/DD/YYYY)

Notes:

**Value or type of asset will impact insurance policy (attached a copy of policy change)