



**BLACK HAWK COUNTY**  
FIXED ASSET INVENTORY UPDATE FORM

---

---

Effective Date: \_\_\_\_\_

Fixed Asset ID No: \_\_\_\_\_

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

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_

Serial/VIN Property No.: \_\_\_\_\_

---

EQUIPMENT TRANSFER/RELOCATION

---

Transferred From Department: \_\_\_\_\_ Department Approval: \_\_\_\_\_

Transferred To Department: \_\_\_\_\_ Department Approval: \_\_\_\_\_

New Location- General: \_\_\_\_\_ New Location-Specific: \_\_\_\_\_

New Assigned Employee: \_\_\_\_\_

Comments: \_\_\_\_\_

---

EQUIPMENT DISPOSAL

---

Method of Disposal:

Destroyed  Theft  Traded  Trade-in Value: \_\_\_\_\_

Lost  Salvage  Sold  Sale Amount: \_\_\_\_\_

Donation

Comments: \_\_\_\_\_

Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

---

Entered By: \_\_\_\_\_ Date: \_\_\_\_\_