

SHASTA HEAD START CHILD DEVELOPMENT, INC.

CAPITAL ASSET TRANSACTIONS

A D D I T I O N

ASSET LOCATION: _____ DATE: _____

ITEM TAGGED: Y N TAG NUMBER: _____

DESCRIPTION: _____

MANAGER NAME: _____ SIGNATURE: _____

An **ADDITION** is a new asset with a cost equal to or greater than \$5,000 and has a useful life of more than one year.

T R A N S F E R

TRANSFER FROM: _____ DATE: _____

TRANSFERRED TO: _____ DATE: _____

ITEM TAGGED: Y N TAG NUMBER: _____

DESCRIPTION: _____

TRANSFER FROM

MANAGER NAME: _____ SIGNATURE: _____

TRANSFERRED TO

MANAGER NAME: _____ SIGNATURE: _____

A **TRANSFER** is the moving of an asset from one location to another location.

R E T I R E M E N T

ASSET LOCATION: _____ DATE: _____

REASON FOR DISPOSAL: _____

ITEM TAGGED: Y N TAG NUMBER: _____

DESCRIPTION: _____

MANAGER NAME: _____ SIGNATURE: _____

..... **ACCOUNTING USE ONLY**

TYPE OF DISPOSAL: _____ REGION 9 NOTIFICATION: Y N

MANAGER NAME: _____ SIGNATURE: _____

A **RETIREMENT** is an asset that is no longer operational or has become obsolete.

COMMENTS: _____