

# SHASTA HEAD START CHILD DEVELOPMENT, INC.

## CAPITAL ASSET TRANSACTIONS

**A  
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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  
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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  
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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:** \_\_\_\_\_  
\_\_\_\_\_