SHASTA HEAD START CHILD DEVELOPMENT, INC.
CAPITAL ASSET TRANSACTIONS

ADDITION

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 $10,000 and has a useful life of more than one year.

TRANSFER

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.

RETIREMENT

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: _____

_____