



## SAMPLE ASSET MANAGEMENT INVENTORY FORMS

Fixed & Capital Assets Inventory Worksheet								
Name of Jurisdiction:								
Department and/or Location:								
Date:								
Tag/Item No.	Asset Description	Model # and/or Serial # (if applicable)	Verification of Asset ✓	Condition of Asset	Addition / Deletion	Modification	Transfer to Other Dept.	Date of Asset Change

\_\_\_\_\_  
Signature of individual performing inventory

\_\_\_\_\_  
Date



## SAMPLE ASSET MANAGEMENT INVENTORY FORMS

Small & Attractive Assets Inventory Worksheet									
Name of Jurisdiction:									
Department and/or Location:									
Date:									
Tag/Item No.	Asset Description	Model Name/No.	Serial Number	Verification of Asset ✓	Condition of Asset	Addition / Deletion	Modification	Transfer to Other Dept.	Date of Asset Change

\_\_\_\_\_  
Signature of individual performing inventory

\_\_\_\_\_  
Date



## SAMPLE ASSET MANAGEMENT INVENTORY FORMS

Public Works Shop Inventory Worksheet									
Name of Jurisdiction:									
Public Works Location:									
Date:									
Dept Code. <sup>1</sup>	Item	Brand	Size	Cost per Item	Number of Items	Total Cost	Date of Purchase	Transfer to Other Dept.	Date of Asset Change

\_\_\_\_\_  
Signature of individual performing inventory

\_\_\_\_\_  
Date

<sup>1</sup> Department Code			
1	Water	5	Parks
2	Sewer	6	Pool
3	Storm	7	Public Works (shared)
4	Streets	8	Hydrants