

City Asset Inventory Transaction Form

Adding and Disposing Capital Assets

Add Directions:

Upon receipt and acceptance of a capital asset, complete this form and attach to the City payment voucher form and vendor's invoice, and then submit to the Finance Accounts Payable Unit, Building #1, Room 212, Virginia Beach, VA 23456 for processing and invoice payment. Capital assets are tangible property with a single item cost equal to or greater than \$5,000, or an intangible item (i.e. software) with a cost greater than \$50,000.

Department to Department Transfer Directions:

For a capital asset transfer, complete this form and submit directly to the Finance Comptrollers Division, Building #1, Room 316, Virginia Beach, VA 23456

Disposal Directions:

For a capital asset disposal, complete this form and submit directly to the Finance Purchasing Division, 2388 Court Plaza Drive, Kempsville Bldg. Virginia Beach, VA 23456. The Purchasing Division will determine next steps for auction, scrap or recycle.

Serial Numbers: [Click here to enter text.](#) Model Numbers: [Click here to enter text.](#)

Invoice Number:		Invoice Quantity		Invoice Cost/Item		Total Invoice Cost:	0.00
-----------------	--	------------------	--	-------------------	--	---------------------	------

Enter New Location or Transfer Destination:

Enter New or Transfer Street Address of Asset: [Click here to enter text.](#)

Enter New or Transfer Building Number/Floor/Room: [Click here to enter text.](#)

Enter Transfer Budget Unit: [Click here to enter text.](#)

If Applicable, provide the Transfer Date to the Other Department:

Date Transferred: [Click here to enter a date.](#)

Federal Funded Grant: [Click here to enter text.](#)

State Funded Grant: [Click here to enter text.](#)

I certify that I am authorized by my department director to submit this form for processing an asset addition, transfer, sale or disposal as indicated.

Department Submitter Name: [Click here to enter text.](#)

Department Submitter Telephone: [Click here to enter text.](#)

Finance Department Use Only

Finance Purchasing Action and Date: _____ Finance Asset Review and Date: _____

Auction Date: _____ Asset Scrapped Date: _____ Asset Recycle Date: _____ Asset Trade Date: _____