

REAL PROPERTY RECORD CARD

Description: _____ Identification No.: _____
 Location: _____ Date Prepared: _____
 Remarks: _____
 Tax Map #: _____

ORIGINAL COST:		SOURCE OF FUNDS:	
Acquisition (Construction)	\$ _____	Current Appropriations	\$ _____
Legal	_____	Bonds	_____
Engineering	_____	Notes (Specify Type)	_____
Other (Specify)	_____	State Aid	_____
_____	_____	Federal Aid	_____
_____	_____	Gift	_____
_____	_____	Other (Specify)	_____
<u>TOTAL</u>	\$ _____	<u>TOTAL</u>	\$ _____

CURRENT VALUE:		DISPOSITION:	
Original Cost (Total)	\$ _____	Sold To	_____
+ Additions (Specify)	_____	Transferred to	_____
_____	_____	Other	_____
= Subtotal:	\$ _____		
-Deductions (Specify)	_____		
_____	_____		
<u>TOTAL</u>	\$ _____		
Insured Value	\$ _____	Policy Number:	_____

Form No. _____

Identification No. _____

Date Prepared _____

**PROPERTY CARD
MACHINERY, TOOLS AND EQUIPMENT**

Description: _____

Make: _____

Model: _____

Dept: _____

Year: _____

Serial No.: _____

Location: _____

Date: ____/____/____

Purchased From: _____

Maintenance Contract With: _____ Contract No: _____

Purchase Order No: _____

Cost: \$ _____

Voucher No: _____

Estimated Life: _____

Freight: \$ _____

Voucher No: _____

Condition: _____

Other: \$ _____

Voucher No: _____

Total: \$ _____

Front of Card

Source of Funds: _____

Current Revenues: \$ _____ Bonds: \$ _____ Notes: \$ _____ Gift: \$ _____

State Aid: \$ _____ Federal Aid: \$ _____ Other (Specify): \$ _____

CURRENT VALUE

Original Cost \$ _____

*Appreciation \$ _____

Subtotal \$ _____

*Depreciation \$ _____

Depreciated Value \$ _____

Insured Value \$ _____

DISPOSITION

Sold Traded Junked

Transferred To: _____

Amount \$ _____ Date: ____/____/____

Trade-in Purchase Order No: _____

Approved By: _____ Date: ____/____/____

*Remarks: _____

Back of Card

PROPERTY ACQUISITIONS

For Period ___/___/___ - ___/___/___

Department:

Property ID#	Description (Including Serial #)	Location	Acquired From	Purchase No.	Claim No.	Cost*	Salvage Value	Useful Life	Depreciation Method

*Use actual acquisition cost, if available.

Prepared By: _____

(Name and Title)

