

CITY OF COLVILLE

ASSET ADDITION SHEET

ASSET IDENTIFICATION NUMBER _____ GRANT ID _____
(To be completed by the Treasurer's office)

PROPERTY NAME AND DESCRIPTION _____

LOCATION _____ TYPE OF ASSET _____

ESTIMATED LIFE IN YEARS _____ MISC CODE _____
(To be completed by the Treasurer's office)

DEPARTMENT CODE _____ PURCHASE DATE _____
(To be completed by the Treasurer's office)

EXPENDITURE NUMBER _____ PURCHASE PRICE _____

MODEL# AND SERIAL NUMBER _____

VENDOR NAME AND NUMBER _____
(To be completed by Clerk's Office)

WARRANT # _____

PERSON COMPLETING FORM _____ DATE: _____

DEPARTMENT HEAD APPROVAL _____