



CITY OF EDEN

FIXED ASSET NOTIFICATION FORM

Check the one (1) that applies:

- ☐ Purchase (complete section I and II)
☐ Transfer (complete section I and III)
☐ Retirement (complete section I and IV)

Section 1: Asset Description

Asset#	Description	Make/Model	Year	Serial Number or VIN

Section II: Purchase of an Asset

Receiving Dept. _____ Authorized by: _____
Date Asset Received: _____ Purchase Order #: _____

Section III: Transfer of an Asset

Transferring Dept. _____ Authorized by: _____
Receiving Dept. _____ New Location _____ Authorized by: _____
Reason for Transfer: _____

Section IV: Retirement of an Asset

Disposing Dept: _____ Authorized by: _____

Reason (check the one (1) that applies)

☐ Donated ☐ Trade In ☐ Destroyed(Junked)
☐ Sold ☐ Salvaged ☐ Other

Date Retired: _____

Finance Use:

Asset Number: _____ Cost: _____

Finance Director's Signature _____ Entered by: _____