

Capital Asset Purchase / Sale Form

Asset Purchases

Company Asset #: _____ G/L Asset Account: _____ Location/Dept: _____

Asset Description: _____

Asset Serial #/VIN: _____

Purchase Date: _____ Total Cost: _____ Asset Life: _____

Trade in? (Yes/No) _____ Trade in Description/Asset #: _____

Financed? (Yes/No) _____ Down Payment: _____

Loan Balance: _____

Loan Term (Months): _____

Interest Rate: _____

Monthly Payment: _____

Asset Sales

Company Asset #: _____ G/L Asset Account: _____ Location: _____

Asset Description: _____

Sale Date: _____ Sale Amount: _____

Comments/Notes

This form should be completed for all depreciable assets acquired or sold during the fiscal year. Please forward a copy to Accuity, LLC at least quarterly