

**ANDERSON COUNTY GOVERNMENT
PROPERTY AND VEHICLE
ACQUISITION RECORD**

This form must be completed and returned to Purchasing for any asset of \$1,500 or more. Including **ALL** computers regardless of cost. The Accounts and Budgets office will not process payment until Purchasing received and approved this form.

Property Tag Number _____

[OR]

VIN Number: _____

Purchase Order Number _____ Purchase Price \$ _____

Account Code from Purchase Order: _____ Date Property Received: _____

Serial Number: _____

Item Description _____

Vendor _____

Manufacturer/Model _____

Current Location of Item _____

Received By _____

Appraised Value \$ _____ *(For Donated Property Only)*

Property Donated By _____

I certify that the above-described property has been received.

Department Head/Official Signature

Purchasing Agent Signature

Date

Date

INTERNAL USE ONLY

Property Acquisition entered into Accounting System (Date): _____