

# City of Pierre Capital Asset Form

Complete this form for all capital asset purchases.  
Attach to invoice presented to Accounts Payable for payment.

Capital Assets include land, buildings, building improvements, machinery, equipment, computer software/hardware, and infrastructure with a **useful life greater than one year** and **original cost greater than \$5,000**.

Purchase Date	Purchase Price	Invoice Number	New/Used	Estimated useful Life	Salvage Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Serial/VIN Number	<input type="text"/>		Model or Product	<input type="text"/>	
Vendor Name	<input type="text"/>		Color	<input type="text"/>	
Asset Description	<input type="text"/>				
Category	<input type="text"/>			<b>Categories:</b> Land & Buildings, Buildings & Improvements, Infrastructure & Improvements, Vehicles, Machinery & Equipment, Computer Hardware, Computer Software	
Fund	<input type="text"/>	Dept	<input type="text"/>	Account	<input type="text"/>
Primary Location	<input type="text"/>		Secondary Location	<input type="text"/>	

If the asset you are adding is a component of another asset or larger system, please provide information about the existing asset this is a component of.

Description of existing asset:	<input type="text"/>				
Serial Number	<input type="text"/>	Model or Product	<input type="text"/>		
Asset Number	<input type="text"/>				

### Office Use Only

Date Added to Fixed Asset System	<input type="text"/>	Date Added to Insurance	<input type="text"/>		
Asset Number	<input type="text"/>	Insurance ID Number	<input type="text"/>		
Initials	<input type="text"/>	Insurance Category	<input type="text"/>	Initials	<input type="text"/>
Notes/Comments	<input type="text"/>				