



CAPITAL ASSET ACTIVITY REPORT (CAAR) YUMA COUNTY, ARIZONA

FINANCIAL SERVICES USE ONLY

Asset Tag No. _____

Date Issued _____

Asset Class _____

Account Code _____

Financial Services Approval _____

Date Form Prepared: _____ Prepared By: _____

Reporting Department: _____ Title: _____

TYPE OF ACTIVITY:

_____ Acquisition*

_____ Donation*

_____ Gift*

(* Complete Lines 1 through 11)

_____ Interdepartmental Transfer

TO: _____

(Complete Lines 1, 2, 3, 10, 11, 12)

Receiving Agency Head Signature

_____ Disposal

_____ Lost/Stolen (1, 2, 10, 12, 15)

_____ Damaged/Obsolete (1, 2, 10, 11, 12, 15)

_____ Destroyed (1, 2, 10, 12, 15)

_____ Sale/Auction (1, 2, 10, 12, 13, 14)

CAPITAL ASSET INFORMATION:

General Description: 1. _____

Manufacturer's ID Number: 2. _____

Primary Location of Asset: 3. _____

Vendor/Donor: 4. _____

Acquisition Cost: 5. _____

Source of Funding: 6. _____

Method of Procurement: 7. _____

Purchase Order No.: 8. _____

Acquisition Date: 9. _____

Asset Tag Identification No.: 10. _____

General Condition of Asset: 11. _____

Disposal/Transfer-out Date: 12. _____

Total Proceeds of Sale: 13. _____

Treasurer's Receipt No. (Printed): 14. _____

ADDITIONAL INFORMATION: 15. _____

APPROVAL BY AGENCY HEAD:

Signature: _____

Date: _____