

**HAND COUNTY ASSET MANAGEMENT**  
**ACQUISITION OF NEW OR USED ASSET**  
**\$100 AND ABOVE**

INSTRUCTIONS: Please use this form only to record an acquisition of an asset costing \$100 or more. Do not use it for any other purpose. List each item which has a serial number. If the items are part of kit, like a PC, list the keyboard and mouse with the CPU. List monitors separately. If two or more of the same items are purchased, use one form per item.

To the auditor of Hand County:

Please record the following asset(s) which were recently acquired either by purchase, grant or gift, to wit:

Data for the Inventory Report						
New or used	Manufacturer	Date Acquired	Serial Number	Vendor	Item Cost	Short Description

to the care, custody and control of the \_\_\_\_\_ Office / Department.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_

\_\_\_\_\_  
 Signature of Department / Office head.

Received in the Auditor's Office this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_ by:

\_\_\_\_\_  
 Auditor / Deputy Auditor

Entered into the Asset Management system this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_ by:

\_\_\_\_\_  
 Auditor / Deputy Auditor