

FIXED ASSET ACCOUNTING AND CONTROL SYSTEM (FAACS)

Location and Responsibility Form (Basis Input)

Action Code: _____ (1=Delete 2=Add 3=Change)

FAACS ID Number: _____
AGENCY # ASSET CATEGORY IDENTIFICATION NUMBER

Description Line 1 _____

Description Line 2 _____

Description Line 3 _____

Description Line 4 _____

Location: **Building** _____ **Wing** _____ **Floor** _____

FIPS Code _____ **Room** _____

Responsible Position _____

Responsible Descrp. _____

The Codes entered in the first column will automatically default unless another code is selected

Acquistion Basis H E A

Availability Code U S A

Acquisition Method P L I C T D O N

Ownership Status A G F S C P O L

Condition Code O I

Tag Indicator Y N

DISPOSAL INFORMATION	
Disposal Date	_____
	M M D D Y Y Y Y
Disposal Proceeds	-----
Disposal Code	S A L T C K
Disposal Quantity	_____
Disposal Description	_____
For Disposal of Assets Only	

Nomenclature Code _____

Code Indicator _____

P. O. Number _____

Useful Life _____

Organization _____

Surplus Date _____
M M D D Y Y Y Y

Last Inventory Date _____
M M D D Y Y Y Y

Completed By: _____ Approved By: _____ Keyed By: _____

Date Completed _____ Date Approved: _____ Date Keyed: _____