

**FIXED ASSET ACCOUNTING AND CONTROL SYSTEM (FAACS)**

Optional Form

**Action Code:** \_\_\_\_\_ (2=Add 3=Change)

**FAACS ID Number:** \_\_\_\_\_  
AGENCY # ASSET CATEGORY IDENTIFICATION NUMBER

Serial Number \_\_\_\_\_

Model Number \_\_\_\_\_

Manufacturer \_\_\_\_\_

Agency Loaned To \_\_\_\_\_

Neg Use Allowance \_\_\_\_\_ . \_\_\_\_\_

Salvage Value \_\_\_\_\_ . \_\_\_\_\_

**Component Asset Information**

Agency Number \_\_\_\_\_ Asset Category \_\_\_\_\_

ID Number \_\_\_\_\_ Installation \_\_\_\_\_

Accept Date \_\_\_\_\_ APR Approval # \_\_\_\_\_

**Maintenance Specification Information**

Contract Number \_\_\_\_\_

Vendor ID # \_\_\_\_\_

Contact Person \_\_\_\_\_

Inception Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Renewal Date \_\_\_\_\_ Warranty Exp Date \_\_\_\_\_

Amount \_\_\_\_\_ . \_\_\_\_\_ + or - \_\_\_\_\_

**(Is Risk Management or Lease Information Required for this transaction: yes \_\_\_ no \_\_\_)  
If yes, see reverse side for Risk Management or Lease Information.**

Completed By: \_\_\_\_\_ Approved By: \_\_\_\_\_ Keyed By: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Date Keyed: \_\_\_\_\_

**FIXED ASSET ACCOUNTING AND CONTROL SYSTEM (FAACS)**

Form: FAACS13 Optional Form (continued)

**Risk Management Specification Information**

Replacement Index \_\_\_\_\_ . \_\_\_\_\_      Replacement Value \_\_\_\_\_ . \_\_\_\_\_

Replacement Basis \_\_\_\_\_      Actual Value \_\_\_\_\_ . \_\_\_\_\_

Value Basis \_\_\_\_\_      Last Appraisal Date \_\_\_\_\_

Policy Expire Date \_\_\_\_\_      Policy Type \_\_\_\_\_

Ins. Policy Number \_\_\_\_\_

Ins. Policy Descrip. \_\_\_\_\_

**Lease Information**

ID Number \_\_\_\_\_      Lease Type \_\_\_\_\_

Lease Incep. Date \_\_\_\_\_      Lease Expir Date \_\_\_\_\_

Lease Description \_\_\_\_\_

Excalation Date \_\_\_\_\_      Accrual Date \_\_\_\_\_

Lease FR Descrip \_\_\_\_\_

Agy Leased From \_\_\_\_\_

Leased Cost \_\_\_\_\_ . \_\_\_\_\_      Payment Method \_\_\_\_\_

Lease to Descrip \_\_\_\_\_

Agency Leased To \_\_\_\_\_