



**TOWN OF MERRIMAC, MASSACHUSETTS  
FIXED ASSET CONTROL FORM**

FY20

Complete **shaded** sections where applicable, attach supporting documentations, sign, and return form to accounting. Thank you!

PURCHASE / CONSTRUCTION IN PROGRESS			
Date	Dept.	Address	
Asset Description	Asset Value	Plate #	
		Title #	
Useful Life	Salvage Value	Funding Source/GL Account #	
Asset Code #	Make	Model #	VIN / Serial #
Notes			

TRANSFER			
Date	From Dept.	To Dept.	
Asset Code #	Make	Model #	VIN / Serial #
Notes			

RETIREMENT / DISPOSAL			
Date	Dept.		
Method: JUNKED / DONATED / SOLD / TRADED		Disposal Value	
Asset Code #	Make	Model #	VIN / Serial #
Notes			

APPROVAL	
Department Head Signature	Date
Fixed Asset Manager Signature	Date
Notes	

THIS FORM MUST BE COMPLETED BY APPROPRIATE DEPARTMENT HEAD AND SUBMITTED TO  
ACCOUNTING DEPARTMENT AS PERMANENT RECORD. PLEASE RETAIN COPY FOR YOUR RECORDS.