



OCONEE COUNTY, SC

BUILDINGS

CAPITAL ASSET ACQUISITION FORM

Finance Use **ONLY!**
Asset Tag #

**Submitting accurate and timely forms is crucial to providing Council, the Administrator, management, and others with the accurate financial reports.
PLEASE PROCESS PROMPTLY!**

Complete all sections below and submit to the Finance Department for all **BUILDINGS** acquisitions with a cost of \$25,000.00 or greater. This form is **not** to be used for Buildings whose construction spans over multiple fiscal years **or** that the County is planning to sell (e.g. industrial spec buildings, drug seizure property, etc.).

Dept. Name/#: _____ Tax Map #: _____

Acquisition Date: _____ Closing Date: _____
Use final GL expenditure date or the actual donation date.

Seller's Name: _____

Location/Address: _____

Year Constructed: _____ Square Footage: _____ Construction Type/Material: _____

Was this Building acquired as part of a land acquisition? YES *If yes, complete separate a separate acquisition form for the land.*

Deed: Bk. # _____ Pg. # _____ NO *If no, list owner of the land the building is located on below.*
Attach copy of deed.

Plat: Bk. # _____ Pg. # _____ Landowner: _____
Attach copy of plat.

Did the County receive this Building as a donation? YES *If yes, attach documentation for donation.* NO

Were grant monies used toward the acquisition of this Building? YES *If yes, list grant(s) below.* NO

Additional Notes/Comments: _____

IMPORTANT!!

Copies of all BUILDINGS acquisition documentation including copies of invoices for the Building and any ancillary charges (i.e. professional services, installation, etc.), certificates of occupancy, etc. MUST be submitted to Finance with the completed acquisition form. If the asset was donated to the County, attach copies of the information used to calculate the fair market value of the donated asset as of the date of its donation. Finance will review the reported asset cost or for accuracy and compliance with accounting principles and standards. The department will receive a copy of the reconciled acquisition form, but the numbered asset tag will be kept in Finance with the Building file.

General Ledger Account(s)	\$ Amount Charged to Each General Ledger Account
Total Cost of the Asset	

Authorized Signature _____ Date _____

Finance Use ONLY			
Last GL Expenditure Date:		Asset Value Reconciled to GL By:	
Sticker # Assigned to Asset:		Y/N - Calculate Depreciation:	YES
CSI Asset Group Number:	200	Y/N - Post Depreciation:	
CSI Asset Class Number:		Entered in CSI By:	