YOUR COMPANY NAME

**FIXED ASSET TICKET**

**DATE:** ……………………………..

**FIXED ASSET NO**: **PM/MV/OE/ME/FF/OFA** ……………………..

**ASSET DESCRIPTION**: ……………………………………………………………………………………

**QTY**: ………………………………(***Enter in purchase order number***)

**SERIAL NO**: ……………………………………………………………………………………

***(Please note to check “Not Linked” under “Link to Federal Form”)***

**GENERAL LEDGER ACCOUNTS**:

Asset Account: ………………………………………………………………

Accumulate Depr/Amort.: ………………………………………………………………

Depr/Amort. Expense: ………………………………………………………………

**GROUPING**: **ID** **DESCRIPTION**

Category: …………… …………………………………………

**(System Generated)**

Location: ……………. …………………………………………

**(System Generated)**

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**­­­­­­­­­­­­­­­­­­­­­­DEPRECIATION DETAILS**:

Date Place in Service: ………………………………………………….

Cost of Purch/Basis: =N=…………………………………………….

Tax System/Basis of Depreciation: AMORT

Depreciation Method: ST. LINE

Recovery Period/(Service Period) YY/MM: …………………… (If 25%, that is 4 years, enter 04/00)

Other Deductions/Disposal Value: =N=………………… (Statutorily =N=10 per unit of asset)

(When qty is more than 1, multiply qty by =N=10)

Prior Depreciation: (Where applicable) =N=…………………………

**PROCESSED BY**: **NAME**: …………………………. **SIGN**: ………………………………

**APPROVED BY**: **NAME**: …………………………. **SIGN**: ………………………………