



Name of Organization

Month, Year

Asset GL Code (1): _____
Asset Type (1): _____

Asset Description: _____

Vehicle Identification #: _____
Manufacturer's Name: _____
Vendor Name: _____
Date Acquired: _____

Invoice #: _____

Value (\$): _____

Serial Number: _____

(1)	Asset GL Code	Asset Type	Estimated Useful Life
	16100.....	Land	
	16200.....	Land Improvements	25 - 40 years
	16300.....	Buildings	25 - 40 years
	16400.....	Building Improvements	25 - 40 years
	16500.....	Leasehold Improvements	25 - 40 years
	16600.....	Fixed Equipment/Machinery	25 - 40 years
	16700.....	Transportation Equipment	5 years
	16800.....	Equipment and Furnishings	5 - 7 years
	16900.....	Construction in Progress	
	16910.....	Religious/Liturgical Supplies	5 - 7 years
	16920.....	Library Books	5 - 7 years

ACKNOWLEDGEMENT:

 PASTOR or ADMIN (Print / Sign / Date)

CHANCERY OFFICE USE ONLY	
Update fixed asset:	_____
Initial and Date:	_____

**** The Organization's capitalization policy requires acquisitions of \$500 or more to be capitalized and depreciated over their estimated useful lives. Depreciation of property, plant and equipment is computed under the straight-line method over the following estimated useful lives of the respective assets:**

Please attach this form and its supporting documents to your monthly financial report to the Chancery Office.