

ITEM NUMBER: 7.44 a-b
CHAPTER 7: Administrative
Management
CODE: Procedure
COMPUTER ID: AMFIS-5

Title: Fixed Assets Quadrants
Effective Date: 11-24-86
Authorized By: Library Director
Date of Last Revision: 11/2007

The enclosed chart identifies the Marathon County Quadrants for the Marathon County Public Library. For location and insurance purposes, all fixed assets recorded within these quadrants cannot be permanently moved out of or to a different quadrant without written notification or e-mail from the Manager to the Administration Office supply employee.

Any quadrant modifications or dispositions must be sent to the Marathon County Fixed Asset Coordinator at the Marathon County Courthouse.

MOVING, REPLACING AND/OR ADDITION OF FIXED ASSETS

Please follow these guidelines when processing moves, replacements and/or additions on any equipment.

1. The attached form will be used for all moves, replacements and additions. They will need to be on this form before receiving asset tags.

Part I is for new equipment. Below describes how it needs to be filled out:

- Addition/Move/Replacement: Please choose the correct option.
- Fixed Asset Type: Purchasing will input this information.
- Acquired Date: The date it was received at the Library.
- Fixed Asset Number: Purchasing will input this information once the rest of the form is filled out.
- Serial Number: Record the serial number of the equipment going in.
- Equipment Description: Type of equipment. i.e. Desktop computer, laptop.
- Make & Model: Brand and type of equipment. i.e. Dell Optiplex 745.
- Location: For new additions. Please record location in which equipment was placed.

Part II is for equipment being moved or replaced and being moved to third floor or some other storage area.

- Fixed Asset Number Replaced: Please fill this in as much as possible. The only time this shouldn't be filled in is when the equipment doesn't have it on the equipment.
- Serial Number Replaced: Serial number from equipment going into storage.
- Equipment Description: Type of equipment. i.e. Desktop computer, laptop.
- Make & Model: Brand type of equipment. i.e. Dell Optiplex 745.
- Moved from: Where was the equipment? (Use this if you are just moving the

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equipment from one spot to another.)

- Moved to: Where was the equipment moved to.

The bottom part is general information about who moved it, the date, phone number and department. This is so we know who to contact if there are any questions.

"Turn to the next page".

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FIXED ASSET MOVES, REPLACEMENTS AND/OR ADDITIONS

Date: _____

PART I

Addition/Move/Replacement: _____

FA Type: _____

Acquired Date: _____

FA Number: _____

Serial #: _____

Equip Description: _____

Make & Model: _____

Location: _____

PART II

Equipment that was replaced and/or moved:

FA Number replaced: _____

Serial # replaced: _____

Equip Description: _____

Make & Model: _____

Moved From: _____

Moved To: _____

Prepared by: _____

Date: _____

Phone Number: _____

Department: _____

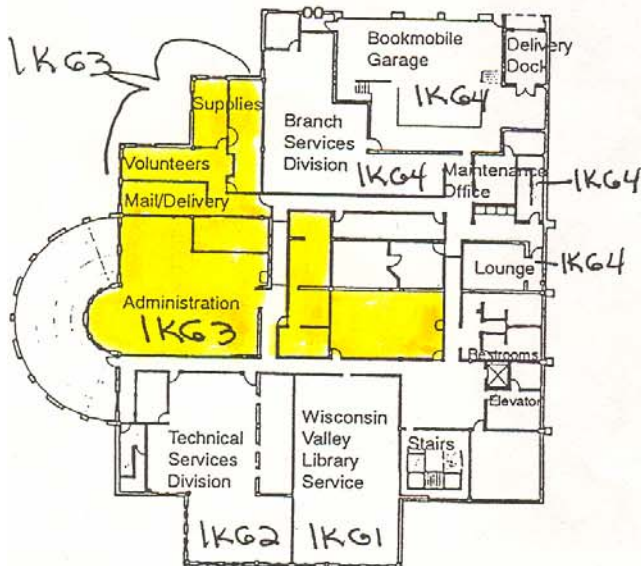
MARATHON COUNTY PUBLIC LIBRARY - FIXED ASSET QUADRANTS

(2002)

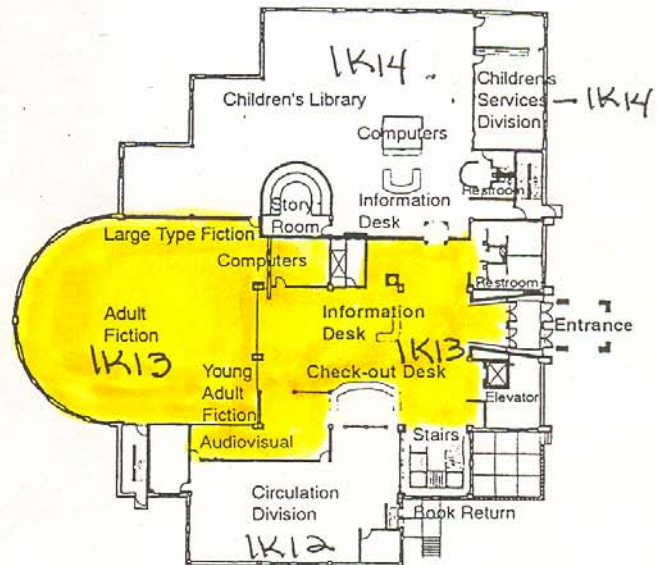
1K00 - Library/Wausau
 1L00 - Rothschild
 1Q00 - Auction Items

5E00 - Athens
 5G00 - Edgar
 5I00 - Marathon
 5J00 - Spencer

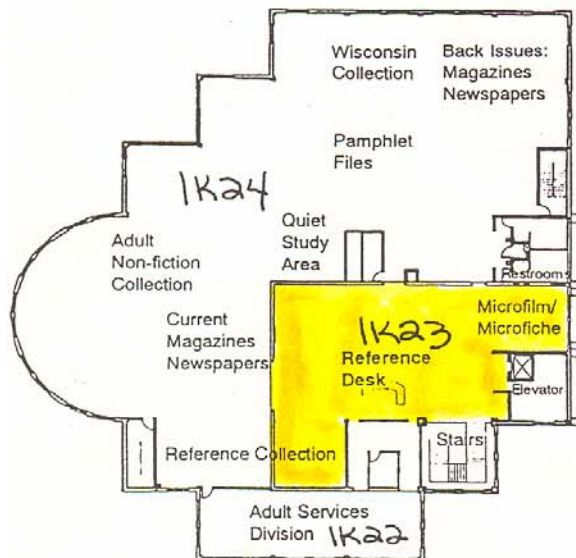
5K00 - Joseph Dessert
 (Mosinee)
 5L00 - Stratford



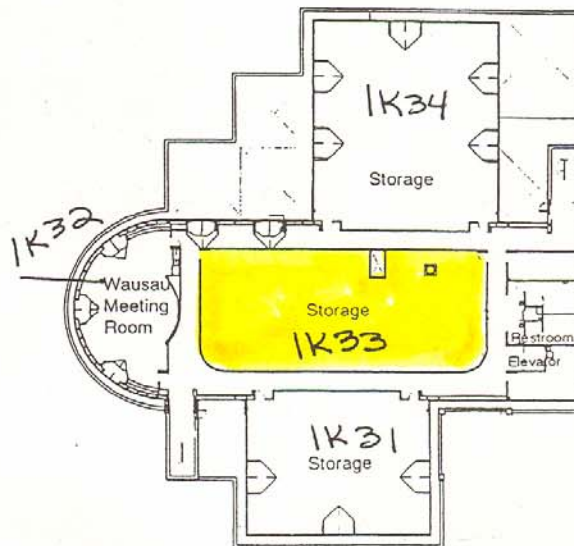
Lower Floor



First Floor



Second Floor



Third Floor