



**AUDITOR AND CONTROLLER USE ONLY:**

Approved by (Initials): \_\_\_\_\_ Comments: \_\_\_\_\_  
Processed by (Initials): \_\_\_\_\_ Processed Date: \_\_\_\_\_ Form 253 #: \_\_\_\_\_

Email completed form to: [ACPRGA.FGG@sdcounty.ca.gov](mailto:ACPRGA.FGG@sdcounty.ca.gov)

## County of San Diego

### Capital Asset Request Form (Form 253) Instructions

The Capital Asset Request Form must be submitted for all requests involving capital assets that are inventoried or to be inventoried in the Oracle Fixed Asset module.

#### **REQUEST TYPES**

**ADD = Examples: Donation, Internally generated software, Acquisition using non-capital expenditure account, Acquisition via sale between Oracle funds, etc.**

- A donation requires copy of Board Letter, calculation of value at date of acceptance, and acceptance letter
- Internally generated software requires copy of Intangible Asset Project Cost Summary by Task Report
- Acquisition by non-capital expenditure account or acquisition via sale between Oracle Funds requires copy of DART-Transfer and support documents

**REMOVAL = Examples: Sold via auction, Salvaged, or Other disposal (i.e. swap/exchange or donation to other local agencies, unsighted or stolen property, trade-in)**

- Sold assets require copy of DART-Transfer, auction statement and other supporting documents

**OTHER = Examples: Replacement tag, update asset's location code, asset's description and/or serial number, loan/return of property, etc.**

#### **REQUESTING Department must complete the following:**

- Requesting Department – name of requesting department
- Request date – date when requesting department transferred the capital asset to another department if transaction is a transfer. Otherwise, the date when form is filled out.
- Type of Requests – Add, Removal, or Other
- Reason for Request – provide clear and concise explanation for the request
- Requesting Department section of the form
- Asset information section of the form

#### **RECEIVING Department must complete the following if capital asset is transferred from one department to another:**

- Receiving Department – name of receiving department
- Receive Date – date when receiving department received the capital asset.

**Both REQUESTING and RECEIVING department must agree with asset information provided on the form.**

#### **Asset Information Section**

- Asset # = the number assigned by Oracle Fixed Asset Module. Leave blank if request is a new asset addition to inventory
- Tag # = Property tag number assigned by A&C. Leave blank if request is a new asset addition to inventory
- Acquisition date = Enter the date asset was purchased or donated
- Serial or Vin # = Enter the Manufacturer Serial # or Vehicle Identification # for vehicles (if any)

- Category = Use Oracle Asset Category Listing Report and enter the appropriate category. (Example: Equipment-Office to be assigned for HP Laserjet Printer)
- Useful life = Enter the # of years the asset should be depreciated. (Example: Equipment – Office category = 10 years useful life)
- Location code = Use DGS space allocation and enter the building ID. (Example: 0086B204. This building ID is for: COC – 5530 Overland Avenue, San Diego, CA 92123)
- Inventory amount = Enter the value of the asset to be recorded or already inventoried in Oracle Fixed Assets Module.

**AUDITOR and CONTROLLER USE ONLY** = leave blank for Auditor and Controller staff to complete