

Auditor-Controller-Treasurer-Tax Collector
Capital Asset – WIP/CIP Projects
Notice of Completion Form
(Equipment / Building & Improvements)

Form used to report Capital Asset WIP or CIP project placed in service that will either establish or add value to an existing Capital Asset

Project number¹

Asset Tag No. Assigned²

Asset Title/ Description

Asset Profile

Estimate Asset Useful Life

Fund ID³

Department ID³

AM Business Unit

Asset Class⁴

Asset Type

Date placed in Service

Total Cost of completed asset

Location of Asset

VIN/Serial Number

Model/Version

Grant Funded Yes No (if yes, Federal State Other)

If Grant funded define disposition requirements

New or Addition New Addition Replacement⁵

If an addition to or replacement⁵ of an existing Asset provide the existing Asset's no or tag.

If this Asset is a Parent/Child relationship existing Parent's ID number

Contact Person/Custodian

Phone Number

➤ **Authorized Signature**

Refer to the County's Fiscal Policy Manual FA-1 *Accounting for Capital Assets*.

Contacts for questions:

- Joseph Cochrane at Joseph.Cochrane@sonoma-county.org or 707-565-3283.
- Sonoma Water assets contact Marcus Desideri at Marcus.Desideri@sonoma-county or 707-565-3653

1. Project number assigned by Department, ie. General Services Architect and Transit.
2. Request Tag # from Eric Ritz if not assigned otherwise by Fleet (Vehicles), ISD, or Transit.
3. Fund and Department tracking WIP/CIP project.
4. Refer to Fiscal Policy Manual FA-1 Accounting for Capital Assets Section D for Class and Type.
5. If this is a replacement item, complete the Capital Asset Adjustments Form to dispose replaced item.