



# OCONEE COUNTY, SC LAND

Finance Use ONLY!  
Asset Tag #

## CAPITAL ASSET ACQUISITION FORM

**Submitting accurate and timely forms is crucial to providing Council, the Administrator, management, and others with the accurate financial reports. PLEASE PROCESS PROMPTLY!**

Complete all sections below and submit to the Finance Department for all **LAND** acquisitions. This form is not to be used for Land that the County is planning to sell (e.g. industrial sites, drug seizure property, etc.).

Dept. Name/#: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

Acquisition Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_  
*Use final GL expenditure date or the actual donation date.*

Seller's Name: \_\_\_\_\_

Location/Address: \_\_\_\_\_

Acreage/Description: \_\_\_\_\_

Are buildings located on this Land? If so, describe: \_\_\_\_\_  
*Complete separate acquisition form(s) for any building(s) on the property.*

Deed: Bk. # \_\_\_\_\_ Pg. # \_\_\_\_\_ Plat: Bk. # \_\_\_\_\_ Pg. # \_\_\_\_\_  
*Attach copy of deed. Attach copy of plat.*

Did the County receive this Land as a donation? YES *If yes, attach documentation for donation.* NO

Were grant monies used toward the acquisition of this Land? YES *If yes, list grant(s) below.* NO

Additional Notes/Comments: \_\_\_\_\_

### IMPORTANT!!

Copies of all LAND acquisition documentation including copies of deeds, plats, purchase agreements, and invoices for the Land purchase and any related ancillary charges (i.e. survey, legal fees, studies, engineering, etc.) **MUST** be submitted to Finance with the completed acquisition form. Also, the amounts and codes reported on this form must reconcile to the general ledger. If the asset was donated to the County, attach copies of the information used to calculate the fair market value of the donated asset as of the date of its donation. Finance will review the reported asset cost for accuracy and compliance with accounting principles and standards. The department will receive a copy of the reconciled acquisition form, but the numbered asset tag will be kept in Finance with the Land file.

General Ledger Account(s)	\$ Amount Charged to Each General Ledger Account
<b>Total Cost of the Asset</b>	

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Finance Use ONLY			
Last GL Expenditure Date:		Asset Value Reconciled to GL By:	
Sticker # Assigned to Asset:		Y/N - Calculate Depreciation:	NEVER
CSI Asset Group Number:	100	Y/N - Post Depreciation:	NEVER
CSI Asset Class Number:	1100	Entered in CSI By:	