**706-A Capital Asset List – Schedule of Business Equipment**

*Use this form or reasonable substitute to submit your list of assets by April 16, 2024*

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| --- | --- |
| Instructions | Asset Types |
| 1. Categorize & list by asset type | Furniture & Fixtures (F&F), Signs (S) |
| 2. Describe each asset under that category | Computers (C) |
| 3. State the asset's age (year) | Machinery & Equipment (M&E) |
| 4. List the **original** cost of each asset | Trailers (T) Note: non-excised trailers only |

5. Subtotal same year by asset type (*e.g. cost of all trailers purchased in 2015* )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Asset Type** | **Asset Description** | **Year** | **Original Cost** | **Asset Type Subtotal by Year** |
| C | Dell Computer | 1999 | $1,509.50 | $1,509.50 |
| C | Dell Computer | 2006 | $1,654.59 | $1,654.59 |
| C | HP Server | 2007 | $2,926.84 |  |
| C | 3 Lenovo workstations | 2007 | $4,725.00 | $7,651.84 |
| C | HP Printer/Scanner | 2008 | $3,109.55 | $3,109.55 |
| C | Dell Laptop | 2011 | $1,011.00 | $1,011.00 |
| C | 2 Apple iPads | 2014 | $1,812.87 | $1,812.87 |
| F&F | Conference Table set | 1993 | $2,855.00 | $2,855.00 |
| F&F | 4 Cubicle Workstations | 1997 | $10,304.00 |  |
| F&F | 20 Office Chairs | 1997 | $2,722.46 |  |
| F&F | Waiting room furniture | 1997 | $6,045.70 |  |
| F&F | 5 executive desks | 1997 | $20,085.38 | $39,157.54 |
| M&E | ACME Binding Machine | 2002 | $2,551.50 | $2,551.50 |
| M&E | Book Press | 2003 | $1,218.75 |  |
| M&E | Forklift | 2003 | $11,643.65 | $12,862.40 |
| S | Main street sign - lighted | 1997 | $3,500.00 | $3,500.00 |
| S | Building Sign | 2000 | $1,200.00 | $1,200.00 |
|  | SAMPLE FORM |  |  |  |
|  |  |  |  |  |
|  |  | **To TOTAL(S):** | **$78,875.79** | **$78,875.79** |

Use additional pages if necessary.

Filer Signature: William Cody Print Name: William Cody

Preparer Signature (If Different): Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_