

## Asset Report

1. **Asset (check one):**  Addition  Deletion
2. **Wing/Region:** \_\_\_\_\_
3. **Asset Description:** \_\_\_\_\_
4. **Serial Number:** \_\_\_\_\_
5. **Cost:** \$ \_\_\_\_\_
6. **Trade In Value:** \$ \_\_\_\_\_
7. **Date Purchased/Disposed:** \_\_\_\_\_
8. **Date Placed in Service:** \_\_\_\_\_
9. **Source (check one):**  Appropriated  Donated  Non-Appropriated  
 DRMO  State Funded
10. **Name of Source:** \_\_\_\_\_
11. **Signature (Director of Finance):** \_\_\_\_\_

*Fax to (334) 953-4285 to the attention of NHQ/FM – Asset Manager with a copy of invoice, certificate of donation or sales receipt, if applicable or mail to Civil Air Patrol, Attn: FM – Asset Manger, 105 S. Hansell St, Maxwell AFB, AL 36112-6332.*

### For NHQ FM Use Only

- Date Received:** \_\_\_\_\_
- Asset Number:** \_\_\_\_\_
- Initials:** \_\_\_\_\_