

APPENDIX F – FA ADDITIONS INSTRUCTIONS
INSTRUCTIONS FOR COMPLETION OF
FIXED ASSET ADDITIONS REPORT
AS OF 2026

Please indicate the status of each line in Column A as:

“E” for an **EXPENSE** (not a fixed asset – please put the description for each line item) **OR**

“N” for each **NEW** fixed asset.

If the status = N:

Use the criteria below to determine if the item is a fixed asset:

The “asset value” of the item is **at least \$10,000** with a **useful life of at least two years.**
OR

The “asset value” of the item is **at least \$10,000** and is **computer equipment**

Record all the identifying information **(Columns B to H)** at the beginning of the spreadsheet.

ITEMS THAT ARE NOT FILLED IN THE SPREADSHEET WILL BE RETURNED TO YOU TO COMPLETE.

Column B = FIXED ASSET NUMBER (TAG NUMBER)

Fixed Asset Number (max 15 characters) is the tag number of the asset. Write the fixed asset tag number in this field. For equipment, this is the Milwaukee County Asset Tag number.

Column C = TYPE/SUBTYPE

Type/Subtype (max 8 characters) creates an association between the fixed asset type, group, useful life and method of depreciation. Write the Type/Subtype number, which best describes this asset. All fixed assets must contain a Type/Subtype number.

Column D = FUNDING SOURCE

Funding Source (max 30 characters) is a required field and has to be completed. Please indicate the funding source that the fixed asset has been financed by. The funding source could be the County tax levy, bonds, state grants or federal grants. If the source is a grant, please write the grant identifying number in this field.

Column E = SERIAL NUMBER ON THE ASSET

Serial Number (max 22 characters) is the fixed asset’s identifying number placed on the asset by the manufacturer.

Column F = COMPLEX/BLDG

Complex/Building (max 8 characters) should be used by departments as a more detailed identifier of location.

Column G = LOCATION

Location (max 4 characters) identifies where the fixed asset is located. Each completed Fixed Asset must contain a location.

Column H = QUANTITY

Please put the correct quantity in this field.

Column I & J– ITEM & ITEM DESCRIPTION

Please put the description of the asset in this field.

Please complete the additions for fixed assets and include your name, phone number and return the excel spreadsheet no later than the final Monday of every month **via e-mail** to: Paula Rice, Central Accounting. Thank you.