



New Mexico Department of Public Safety Grants Management Bureau Fixed Asset Form



This form must be completed for all Grant-funded equipment purchases.

Fixed assets are those items that are valued over \$5,000 and above per item, or with a shelf-life of over one year. The Grants Management Bureau will enter items into our asset tracking system and a bar code will be issued. Place the bar code on each assigned item. All Fixed Assets will be audited as part of periodic Progress Assessments. Any changes must be immediately reported to GMB.

Sub-Grantee:	Sub-Grant No.:
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Description of Item:	
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Make:	Model:
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Serial # or VIN	
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Physical Location or Item Assigned to:	
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Purchase Date:	Purchase Order Number:
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License Plate # (if applicable)	Fiscal Agency Tag No:
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Purchase Amount	*** % of Federal Participation	DPS GMB Tag #	
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Notes:

*** Percentage of the cost paid by this award (ie., 50% paid from this award, 50% from general funds)

GMB Analyst Verified: (GMB use only)	Date: (GMB use only)
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