



# INSTRUCTIONS - EQUIPMENT/INTANGIBLE ASSET STOCK RECEIVED REPORT

GS-6 (REV 9/13/04)

Items that are defined as equipment or intangible asset must meet each of the following 3 conditions:

- 1 Have a normal useful life of at least one year;
- 2 Have a unit acquisition cost of at least \$5,000; and
- 3 Be used to conduct State business.

ITEM #'S	Custodian of Property fills in Item #'s 1 through 14 on the GS-6
1.	Certification, print name, telephone number and signature of person receiving equipment.
2.	If this purchase is an upgrade or addition to an existing item of equipment, enter a check mark in the box and use the <b>old</b> Bar # or Tag # in Item 7
3.	Enter vendor name
4.	Enter date received
5.	Enter the ABMS Purchase Order number
6.	Indicate whether this is a partial or complete shipment
7.	Enter the Property #, maximum 9 digits
	a) Equipment - enter the Bar # or Tag #
	b) Intangible Assets - enter the letters "IA" + the PO number, for example "IA3012525"
8.	Enter Group, this classifies the asset - <b>see below "Group / Depreciable Life"</b>
9.	Enter the description of item, 30 characters maximum.
10.	Enter the serial number or the Vehicle Identification Number (VIN), 17 characters maximum
11.	Enter the Owner Title Location, 4 digits - <b>see 3rd worksheet on this Excel file "Owner Title Location"</b>
12.	Enter the Equipment or Intangible Asset Value which should be same as invoice amount
13.	Enter the date in use, the month and year the item was placed in service
14.	Enter the life of the item in months, maximum 3 digits - <b>see below "Group / Depreciable Life"</b>

## *Group / Depreciable Life*

GROUP	Item Group Description	DEPRECIABLE LIFE (MONTHS)
Item #8		Item #14
COMPUTER	Computer equipment	72
MACHINERY	Machinery and major Tools	84
MICROWAVE	Microwave equipment (use zero life if equipment is in the warehouse or 120 life if the equipment is in service)	0 or 120
MOBILE	Other Mobile Vehicles: forklifts; tractors; boats; trailers; operator-ridden mowers over 20 horsepower.	84
OFFICE	Office Equipment: copiers; folding machine; postage machine	72
SCIENTIFIC	Scientific equipment	120
SOFTWARE	Software	60
TELECOMM	Telecommunications equipment	96
VEHICLE	Vehicles: cars; trucks	84