

## INSTRUCTIONS FOR POSTING TRANSACTIONS TO FORM #444

Complete those columns indicated with either an A, D, T, or C, depending on the transaction type. The possibilities are: Additions; Deletions; Transfers; or Corrections. Only one transaction type per sheet, please.

Completion requirements for numbered columns on reverse side.

- Column No. ( 1 ) — Client or Account Name — as shown on Report.
- Column No. ( 2 ) — Transaction Type — One type to a form. When reporting corrections, make sure the proper line numbers are referenced. Additions, deletions or transfers are not corrections. If correcting a quantity, please furnish the correct number, not the amount to be added or subtracted.
- Column No. ( 3 ) — System No. (Control Numbers) — This field is of extreme importance for indicating deletions, transfers, and corrections. This number is found in the far left margin of your Report. When reporting deletions or transfers use the System No., Tag or I.D. No. and quantity if the entire amount is not being deleted. Assure that you are using the latest updated Report when posting. These System Numbers will change with each updating. Allows 5 digits.
- Column No. ( 4 ) ( 5 ) ( 6 ) — Current Location information — Building Number, fl/rm and Dept. Use information shown in the Indexes at the front of your Report. If room numbers apply, use actual fl/room number or fl/room number from the Index, if assigned. Col. 4 allows 4 digits, Col. 5 allows 6 digits and Col. 6 allows 5 digits.
- Column No. ( 7 ) — Equipment Class Code — Distinguishes between various classes of equipment. 50 = desks; 51 = chairs, seating and benches; 52 = tables and stands. Refer to the equipment codes shown in your index. Allows 2 digits.
- Column No. ( 8 ) — Property Class or Asset Class Code — Distinguishes between various classes of assets. 00 = land; 01 = land improvements such as sidewalks, roadways or retaining walls; 10 = buildings, 21 = equipment affixed to the building, known as permanent fixtures; 31 = machinery and equipment. Use the classification numbers shown in your index. Allows 2 digits.
- Column No. ( 9 ) — Tag or Identification No. — An arbitrarily assigned number for control purposes, or your tag number, if applicable. Allows 6 digits.
- Column No. (10) — Quantity — When reporting additions, this will be the total quantity being reported. When reporting deletions or transfers, this will be the total quantity deleted or transferred. Allows 3 digits.
- Column No. (11) — Description — List in order by name, dimensions, mfg., model, ser. #
- Column No. (12) — Acquisition Cost — Actual total cost of the asset(s). Please keep in mind that in most cases the information being submitted is utilized in updating two Reports. ① The Property Record Report and ② The appraisal Summary of Values (cost of reproduction new/sound values). Allows 7 digits.
- Column No. (13) (14) — Date Acquired — Month and year of purchase. Allows 2 digits.
- Column No. (15) — Life — When assigning Life, use lives consistent with your depreciation policy. Allows 2 digits.
- Column No. (16) — Fund Code or User Fld #1 — As recorded by user if such records are maintained. Allows 4 digits.
- Column No. (17) — Purchase Order or User Fld #2 — As recorded by user. Allows 9 digits.

In order to properly adjust the textbook, educational supplies and janitorial supplies portion of your Report, please submit student enrollment by building if appreciably higher this year.