



County of Cumberland  
Treasurer's Department  
790 East Commerce Street  
Bridgeton, NJ 08302  
(856) 453-2134

March 1, 2006

To: All Departments

Re: Fixed Assets

In order to better track Fixed Assets for the County of Cumberland, the Treasurer's Office is requesting that all departments complete the enclosed "Fixed Asset List by Department" on an "as needed" basis, but filed at least annually. Fill in the "Fixed Asset" form as your department acquires equipment, or other tangible assets valued at \$ 2,000 or more. If you have Fixed Asset tags for your department, please include that number when you complete your form. Use the form, also, to record county tagged assets that have been disposed of during the year (trade-in, auction, etc.). Please submit at least one (1) report by December 31 of each year for your department. If no activity, please note that fact. If you have a lot of activity in a year, submit your report(s) as needed. One (1) copy of the form has been provided, you may copy it as needed. We will also make the form available on the Intranet for your convenience. If there are any questions, or concerns, please contact my office at the telephone number listed above.

Thank you in advance for your cooperation.

Sincerely,

Susan Anastasio,  
Confidential Assistant/Finance

