



**Bastrop County
2018 Inventory Completion Form**

Inventory Complete – All assets listed in the fixed asset report are correct and accounted for no changes are required.

Inventory Complete – Changes are required (Attach Fixed Asset Update Form **FA.003**)

Department Head Signature* _____

Date _____

*If you are electronically submitting this document, apply your electronic signature to this form by **typing your name** in the Department Head Signature field **above** and by **checking the Electronic Signature box below**. By doing so, you agree that your use of a key pad, mouse, or other device to apply your electronic signature constitutes your signature as if actually signed by you in writing and has the same force and effect as a signature affixed by hand.

Electronic Signature – Department Head

Send completed form to:
Purchasing Department Fixed Asset Division | Email: purchasing@co.bastrop.tx.us |
Office: (512) 581-7110 Fax: (512) 581-4228.