

### 03.16 How to Complete Asset, Equipment, & Vehicle Record Form

Whenever you purchase a new Asset, Piece of Equipment, or a New Vehicle, you are required to report this information upon purchase to Kapur by completing the Asset, Equipment, and Vehicle Record Form.

- This form should be completed in its entirety, including Warranty information.
- If reporting a New Record, check the New Record box and complete the New Record Name, Purchase Information, and Warranty sections.
- If reporting a New Record and this Record is replacing an Existing Record, check the New Record and Inactive Record Boxes and complete the New Record Name, Purchase Information, Old Record Name, and Warranty Sections.
- If the record needs to be edited for any reason, check the edit box and complete the New Record Name and purchase information (if necessary) sections.

**WisDOT/Program Administrator**  
**Asset, Equipment, and Vehicle Record Form**



Property Location:   
 (Ex.- Rest Area 106; Wayside 62-02 Readstown; SWEF 21 Kenosha)

Name of Person Completing:  Date:

Please check a Box Below and Follow the Comments:

- IF NEW RECORD:** Complete form in its entirety.
- IF RECORD EDIT:** Enter changes below in the New Record Name Section.
- IF INACTIVE RECORD:** Note Record Name, Serial #, & Model # in the OLD Record Name Section.

**New Record Name:**

Record Name:	Serial #:
Manufacturer:	Model #:
Vendor:	

**Purchase Information:**

Purchase Date:	Purchase Amount \$
Purchase Order #:	

If **NEW** Record is a **Replacement** for an **EXISTING** Record, Please Complete Below:

**Old Record Name:**

Record Name:	Serial #:
Manufacturer:	Model #:

If you **provide** a copy of the Warranty with this form, you do not need to complete the information requested below. If you **do not provide** a copy of the warranty, please complete the information requested below.

**Warranty Information:**

Effective Date:	Expiration Date:
Warranty Vendor:	Warranty Phone:
Maintenance Vendor:	Maintenance Phone:

This form is to be completed **upon purchase** of any new Asset, Equipment Piece, or Vehicle and **returned with** photos of the Record Item, photo of the Info Tag, and any Receipts, Invoices, POs, etc. immediately to [bhm.financials@kapurinc.com](mailto:bhm.financials@kapurinc.com). If any of the information above is not completed in its entirety and the required documentation, photos, etc., are not included, the form will be returned, and information will be supplied to let you know of what is missing.

Once the Asset, Equipment and Vehicle Record Form has been completed, you will need to take photos of the New Record Item, a Photo of the Info Tag of the New Record Item (please make sure the information on the photo is readable, or you will be asked to take another photo), Return the form with the photo(s), receipt/invoice(s), and or PO(s) to [bhm.financials@kapurinc.com](mailto:bhm.financials@kapurinc.com) and cc Susan McCann at [smccann@kapurinc.com](mailto:smccann@kapurinc.com) immediately.

The following is a list of Asset Records and Equipment and Vehicle Records established. This list is continually growing. **Only purchases \$500 or more must have the form completed.**

## **ASSET RECORDS:**

### **Building Exterior**

Ext. Bench  
Ext. Doors & Hardware  
Ext. Garage/Pole Building  
Ext. Knox Boxes  
Ext. Lighting & Fixtures  
Ext. Loading Dock  
Ext. Map & Display Case  
Ext. Overhead Door  
Ext. Overhead Door Opener  
Ext. Sliding & Trim  
Ext. Signage  
Ext. Storage Unit  
Ext. Walls  
Ext. Windows  
Ext. Window Vent

### **Building Interior**

Int. ADA Auto Door Control System  
Int. ADA Auto Door Opener  
Int. Baby Changing Stations  
Int. Bathroom Partitions/Hardware  
Int. Bench  
Int. Cabinets/Counters  
Int. Ceiling  
Int. Ceiling Fan  
Int. Clock Tower  
Int. Doors & Hardware  
Int. Entry Floor Grates  
Int. Floor Grates  
Int. Flooring – Carpet  
Int. Flooring – Cement  
Int. Flooring – Tile  
Int. Lighting & Fixtures  
Int. Map & Display Case  
Int. Mirror  
Int. Security Gate – Non-Powered  
Int. Security Gate – Powered  
Int. Signage  
Int. Walls  
Int. Windows

### **Electrical – General**

Baseboard Heater – Electric  
Baseboard Heater – Hydronic  
Digital Time Switch  
Electrical Light Starters  
Electrical Switchgear  
Hand Dryer  
Main Disconnect Safety Switch  
Radiant Heating Grates  
Sewage Pump Controls (Wastewater)  
Surge Protector  
Transformer  
Electrical Panel  
Electrical Panel Exterior Lighting  
Panel – Pump  
Panel – Return Fan  
Panel – Supply Fan  
Panel – Well Safety Switch

### **FLS**

Control Panel – Fire Alarm  
Defibrillators  
Emergency Lights and Exit Lights  
Emergency Shower Station  
Emergency Shower/Eyewash Station  
Eyewash Station  
Fire Extinguishers  
Smoke Alarms/Detectors

### **Generator**

Generator  
Generator Transfer Switch

### **HVAC**

Air Conditioner  
Air Conditioner – Mini-Split Ductless  
Air Conditioner – Wall  
Air Conditioner – Window  
Air Handler  
Boiler  
Circulating Pump (Hydronic)  
Control Panel – HVAC  
Exhaust Fans  
Furnace  
Gable/Attic Fan

## **ASSET RECORDS CONTINUED:**

Heat Pump  
Magnetic Motor Starter  
MAU  
Radiant Floor Heating  
Return Fan  
Rooftop Unit (RTU)  
Supply Fan  
Unit Heater Ceiling Mount – Electric  
Unit Heater Ceiling Mount – Gas  
Unit Heater Ceiling Mount – Infrared  
Unit Heater Ceiling Mount – Hydronic  
Unit Heater Wall Mount – Electric

### **Irrigation Equipment**

Lawn Irrigation Sprinkler System  
Plumbing  
Ext. Bi-Level Pedestal Drinking Fountain and  
Pet Station  
Ext. Drinking Fountain – Non-chilled  
Ext. Jug Filler – Non-chilled  
Freeze Proof Water Hydrant  
Int. Drinking Fountain – Chilled  
Int. Drinking Fountain – Non-chilled  
Int. Drinking Fountain/Jug Filler – Chilled  
Int. Drinking Fountain/Jug Filler – Non-chilled  
Int. Jug Filler – Chilled  
Int. Jug Filler – Non-chilled  
Mixing Valve  
Shower Station  
Sinks  
Toilets  
Urinal  
Water Filter

### **Plumping – Pumps**

Pump – Circulating  
Pump – Grinder (Wastewater)  
Pump – Hand/water (Waysides)  
Pump – Hydrant  
Pump – Sump  
Pump – Well (Potable)

### **Roof**

Gutters/Downspouts – Building  
Gutters/Downspouts – Garage/Shelter  
Roof – Building Asphalt Shingles  
Roof – Building Metal  
Roof – Building Rubber Membrane  
Roof – Garage/Shelter Asphalt Shingles  
Roof – Garage/Shelter Metal  
Roof – Garage/Shelter Rubber Membrane  
Soffit/Venting – Building  
Soffit/Venting – Garage/Shelter

### **Security Equipment**

Security Camera Systems

### **Site**

Ash Tray  
Concrete Pad  
Culvert  
Dam/Wall  
Ditch  
Dumpster Areas/Enclosure  
Fencing/Gates  
Flag Poles  
Fountain – Pond  
Historical Marker  
Message Ceter  
Boulder/Monument  
Parking Lots/Ramps  
Picnic Shelter  
Picnic Tables  
Planter  
Play Area  
Receptacles – Waste and Recycle  
Retaining Wall  
Rock Wall  
Sidewalk Light Poles  
Sidewalks/Pathways/Walkways  
Singage/Poles  
Trussled Boardwalk  
Vending Shelter  
Water Inlet (Stormdrain/Sewer)  
Welcome Sign  
Well Shelter (Waysides)

## **ASSET RECORDS CONTINUED:**

### **Systems – Portable Water**

Panel – Pump  
Well Safety Switch  
Water Filter  
Water Well (Bore Hole)  
Well Pump (Submersible)  
Water Pump Controller/Driver  
Water Meter

### **Tanks**

Pressure Tank  
Propane Tank  
Septic Holding Tank  
Septic Tank/Vault

### **Water – Conditioning**

Water Softener

### **Water – Heaters**

Water Header – Electric  
Water Heater – Gas  
Water Heater – On Demand

### **Weighing Infrastructure**

Inspection Bay  
Inspection Bay Floor  
Inspection Bay Pit  
Static Scale  
Pit

## **EQUIPMENT & VEHICLE RECORDS:**

### **Appliance EQ**

Clothes Dryer  
Clothes Washer  
Clothes Washer/Dryer Combo 1  
Dehumidifier  
Infrared Electric Heater 1

### **Janitorial EQ**

Auto Scrubber  
Carpet Extractor  
Dilution Control System  
Drain Cleaning Machine  
Electrostatic Sprayer A/C  
Floor Dryer  
Scrubber Square, Orbital, Cylindrical  
Sweeper Walk Behind  
Tilt Truck Utility Cart  
Touchless Cleaning System  
Vacuum

### **Landscaping EQ**

Attach: Front Blade  
Attach: Front Blade Extension Kit  
Attach: Mower Deck  
Attach: Rotary Broom  
Attach: Salt Spreader Tractor Mount  
Attach: Salt Spreader Tailgate Mount  
Attach: Snow Blade  
Blower Four Cycle  
Blower Two Cycle  
Brush Chipper  
Brush Cutter  
Chain Saw  
Fertilizer Spreader – Motorized  
Lawn Sprayer  
Lawn Spreader Push/Pull  
Lawn Tractor Class A \$0 – 4,999  
Lawn Tractor Class B \$5,000 – 14,999  
Lawn Tractor Class C \$15,000 – Up  
Lawn/Parking Lot Sweeper  
Walk Behind Lawn & Leaf Vacuum  
Mower Push  
Mower Stand On  
Mower Walk Behind  
Mower ZTR

## **EQUIPMENT & VEHICLE RECORDS**

### **CONTINUED:**

Duel Stand On Mower/Plow  
Pole Pruner  
Rotary Broom Walk Behind  
Salt Spreader Push/Pull  
Sidewalk Edger  
Skid Loader  
Snow Blower Walk Behind  
Sweeper  
Sweeper Walk Behind  
Trimmer Wheeled  
Utility Vehicle  
Walk Behind Leaf & Lawn Vacuum

### **Lift/Ladder EQ**

Aerial Lift

### **Office/IT EQ**

Desktop Computer & Monitor  
iPad/Tablet  
Laptop

### **Power Tool EQ**

Air Compressor  
Blaster Abrasive  
Compressor  
Portable Generator  
Line Striper/Paint Sprayer  
Pressure Washer  
Sewer Auger  
Welder

### **Storage EQ**

Cabinet (Fuel/Tool)

### **Trailer EQ**

Trailer ATV with Rail Kit 1  
Trailer Dump  
Trailer Lawn Utility  
Trailer Road Enclosed  
Trailer Road Flatbed

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### **Vehicle**

Car – Year/Manufacturer/Model  
SUV – Year/Manufacturer/Model  
Truck – Year/Manufacturer/Model  
Van – Year/Manufacturer/Model