

United Steelworkers

Local Union No. _____

LIST OF FIXED ASSETS

Item No.	Name and Description of Item	Purchase Price	Month and Year Purchased
1			
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It is required that each local union have a list of its Fixed Assets. Fixed Assets must also be verified by the Local Union Trustees at each audit period and at the start of each new term of the Officers. This list should be submitted at each visit of the International Auditor.

As new items are purchased or if an item is replaced the original cost of the old item should be deleted and the purchase price of the new item listed.

To list the name and description of an item please use the following format:

- a) Office equipment - record the name and the serial number;
- b) File cabinets - list the number of drawers, make and model;
- c) Chairs - record the number of them;
- d) Computer – record the name, make and serial number.

If possible the item should be identified with a label or other identifying mark of the Local Union. It is preferable that this information be recorded in a book with a hard cover for permanent record.

When a merger or amalgamation of a Local Union occurs all fixed assets are to be considered part of the merger or amalgamation.