

# CAPITAL ASSET SELF-INVENTORY

## INTRODUCTION

The Capital Asset Self Inventory (CASI) is a tool to help a community, special service district, or county create its capital asset inventory. It is meant to be utilized by an entity without the need for outside assistance to take what's already known within their jurisdiction and document it. This tool will also meet the requirements laid out by the Community Impact Board (CIB) to have a Capital Asset Self Inventory. This document is started by identifying what asset categories you have and their corresponding tab within this worth document. Should a tab cover information that is not relevant to your entity, you may skip over that tab and not fill it out. Click on the tab that works with your identified asset area and enter in relevant information. Once finished with filling out the relevant parts of this document, an optional tab at the end creates the beginning of a Capital Asset Improvement Plan. While the Capital Asset Improvement Plan is not required to meet the requirements of CIB, the Capital Asset Improvement Plan can help your community begin to create a plan to improve its assets going into the future.

## DISCLAIMER

All information on the Capital Asset Self-Inventory is intended to be completed by city/town/special service district/county staff and elected officials, and should not require engineering assistance. This community completed inventory is not intended to replace a professionally completed capital asset inventory. No exact information is required on this self-inventory, but information should be estimated to the closest correct value or location. If your community has questions or requires assistance please contact your [local AOG planner](#).

<b>COMMUNITY INFO</b> (Enter information into the shaded areas)		Date of last update M/D/Y	
Community Name:		Community Office Address:	
Phone Number:	Email Address:	City/Town:	Zip Code:
Community Website Address:		Mayor Contact:	
		Name:	
		Phone:	
		Email:	
1st Community Contact for Capital Asset Knowledge:		2nd Community Contact for Capital Asset Knowledge:	
Name:		Name:	
Phone:		Phone:	
Email:		Email:	