

Change of Inventory of Fixed Assets

COMPLETE THIS FORM AND SEND IT TO THE TREASURER'S OFFICE AN ALL NEW/DISPOSED/RELOCATED ITEMS

Date: _____

New Item to be Added:

Tag Number _____

Item and/or Description of _____ Purchase Order #: _____

Make: _____ Model: _____ Serial Number: _____

Purchased from _____ Purchase Price: \$ _____

Purchased by _____

Located in: Building: _____ Room : _____

Copy to Treasurer

Copy to Inventory List

Signature of Person Receiving Item

Date: _____

Disposition of Inventoried Item:

Tag Number _____

Item and/or Description of _____ Purchase Order #: _____

Make: _____ Model: _____ Serial Number: _____

Item was disposed of in the following manner: Sold Traded Junked

Other Disposal Reasons Not Listed: _____

(if Item was sold or traded please put dollar value above)

Signature of Superintendent approving the above transaction
NOTE: Superintendent MUST approve before disposal (policy 7300)

Signature of Person Disposing of Item

Date: _____

Relocation of Inventoried Item

Tag Number _____

Item and/or Description of _____ Purchase Order #: _____

Make: _____ Model: _____ Serial Number: _____

Item was relocated FROM: Elementary Middle School High School
(Check one)

Room Number: _____

Item was relocated TO: Elementary Middle School High School
(Check one)

Room Number: _____

Signature of Person Releasing Item

Signature of Person Receiving Item