

## FIXED ASSET ADDITIONS

All equipment initially valued over \$5000.00 dollars and sensitive items such as computers, digital cameras, palm pilots must be Tagged and added to inventory.

School Location \_\_\_\_\_ Room \_\_\_\_\_

Item Description: \_\_\_\_\_

Serial Number \_\_\_\_\_ Make \_\_\_\_\_

Model \_\_\_\_\_ Value \_\_\_\_\_

Purchase Order Number \_\_\_\_\_ Vendor Number \_\_\_\_\_

Asset Tag Number \_\_\_\_\_

Warranty Description \_\_\_\_\_

Invoice Number \_\_\_\_\_

Funds: \_\_\_\_\_  
(Title 1, Special Ed. County, School, Donation etc.)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrators Signature \_\_\_\_\_ Date \_\_\_\_\_

If purchase from School General Fund or Donated. Please complete above and send to Finance Department for Tag.

Original copy must be returned to Finance Department upon completion.  
School to retain copy for files.

Copy in Blue

