

FIXED ASSET ACQUISITION

**TO BE COMPLETED AND SUBMITTED TO THE BUSINESS OFFICE WHEN YOU SUBMIT
INVOICE FOR PAYMENT OR WHEN ASSET IS DONATED
ONE ITEM PER FORM**

Please Check One: PURCHASED _____ DONATED _____

If Asset is PURCHASED, Complete SECTION I. If Asset is DONATED, Complete SECTION II.

SECTION I (Purchase of Fixed Asset)

ASSET NUMBER: _____ ITEM DESCRIPTION _____

SCHOOL/LOCATION: _____ STAFF MEMBER/TEACHER NAME: _____

BUILDING & ROOM NUMBER: _____

VENDOR NUMBER & NAME: _____

DATE OF PURCHASE: _____ P. O. NUMBER: _____

MANUFACTURER NAME: _____

SERIAL NUMBER: _____ MODEL NUMBER: _____

FUND/FUNCTION/OBJECT: _____

PURCHASE AMOUNT: _____

SIGNATURE: _____

Principal/Supervisor

Date

SECTION II (Donation of Fixed Asset)

ASSET NUMBER: _____ ITEM DESCRIPTION: _____

DONATED BY: _____ DATE: _____

SCHOOL/LOCATION: _____ ROOM NUMBER: _____

MANUFACTURER NAME: _____

SERIAL NUMBER: _____ MODEL NUMBER: _____

FAIR MARKET VALUE AT TIME OF DONATION: _____

SIGNATURE _____

Principal/Supervisor

Date

FIXED ASSET FORM A

Revised August 18, 2015