

FIXED ASSET INVENTORY INFORMATION FORM

Deleted: No Purchase Year: 2009 Replace By: 04/14/ Status:

Fixed Asset/Tag No: 031744

Date Added to the System: 4/14/2009

Inventoried/Tagged By: ROGERS

Site/Location Code: 050

Building Code: 050001

Room Code: HS-OFFICE - BROOKS

Department Code: ADMINISTRATION

If transfer -- Previous Location:

Manufacturer Name: DELL

Manufacturer Model No: OPTIPLEX 760

Manufacturer Serial No: 94CPPJ1

Asset Description: COMPUTER SYSTEM

Acquisition Date: 4/14/2009

Asset Costs: \$1,121.73

Asset Replacement Cost: \$1,121.73

Asset Life Span: 5

Asset Condition: NEW

Purchase Order Number: 09-001085


Account Line: computer hardware--11-5-1100-495-8221-6001-0-8100-0003

4769

DELETE

CHANGE

ADD



Sample
Fix Asset
Sheet +
Computer/
Laptop
Inventory

Federal Funds used for purchase?

TRANSACTION METHOD

IP Address: DHCP

Acquisition (check one)

- Purchase
- Donation
- Local School Funding
- Central Office Funding
- Other

Grade Level/Department: ADMINISTRATION

Warranty: 04/14/2012

Comments: 2009 MR

Disposal (check one)

- Theft
- Loss/Destroyed
- Salvage/Out-dated
- Donation

Funds: BOARD

School Computer Number: HS-OFF-BROOKS1

Class Code: 1900-COMPUTERS

Transfer (check one)

- Asset in Use
- To Storage



Thursday, October 14, 2010 2:27:57 P

Comments:

Prepared by: ROGERS, JAN

Date:

Principal's Signature (disposal):

CO Administrator Signature:

Entered on disk (LS use only):