

## Fixed Asset & Inventory Information Sheet

### New / Move / Discard

**Route to:**

**ABE** – Brian; **Admin** – Sharon T; **ALC** – Tammy; **ECFE/SR** – Lisa; **Collaborative** – Lisa;

**Perkins** – Mary; **SpEd** – Marlo; **Technology** – Rich

**New Items \$5000+ also give copy to Stacy**

Date Submitted \_\_\_\_\_ Fiscal Year \_\_\_\_\_

**NEW**

Date Purchased \_\_\_\_\_ Location \_\_\_\_\_

Account # \_\_\_\_\_

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

Custodian \_\_\_\_\_ Vendor \_\_\_\_\_

PO # \_\_\_\_\_ Invoice # \_\_\_\_\_ Unit Price \_\_\_\_\_

(All items that got the Asset up and running- Item, Installation, Freight,  
Extra Parts, Software-if longer than a 1yr life) \*\*Do Not include Annual Maint

Tag # \_\_\_\_\_ Asset # \_\_\_\_\_

Serial # \_\_\_\_\_ Model \_\_\_\_\_

**MOVE**

Item Description \_\_\_\_\_ Tag # \_\_\_\_\_

Serial # \_\_\_\_\_ Model \_\_\_\_\_

Old Location \_\_\_\_\_ New Location \_\_\_\_\_

Move Date \_\_\_\_\_ Moved By \_\_\_\_\_

**DISCARD**

Item Description \_\_\_\_\_ Tag # \_\_\_\_\_

Serial # \_\_\_\_\_ Model \_\_\_\_\_

Discard reason \_\_\_\_\_

Discard Date \_\_\_\_\_ Discarded By \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

Red Asset Tags = Under \$5000

Yellow Asset Tags = Over \$5000

**NEW ITEMS:**

Purchase Order is completed, routed and approved

Items are checked in, Tagged and an Information Sheet completed

Invoice is approved to pay and sent to Business Office for payment with the Information Sheet attached

**Tagging:** Yellow- \$5,000 and Over  
Red - Under \$5000

**DISPOSALS:**

Complete an Information Sheet

Remove the Tag from item and attach the Tag to the Information Sheet

If the item doesn't have a Tag complete the Information Sheet being as complete as possible

Send the Information Sheet to the Business Office

Asset Disposals need to be approved by Superintendent