

FIXED ASSET INFORMATION

Please Complete All Applicable Information

Revised 3/7/2019

Is the Fixed Asset New or Retired (please circle):	NEW	RETIRED	Fiscal Year:
Asset Tag #:	11050		PO#:
Asset Description:			Cost of Asset:
Vendor Name:			Invoice #:
Manufacture:	TOSHIBA		Serial #: CQC613049
Retirement/Disposal Date:			Model #: eStudio 202L
Commodity Code:			es202L

Please Circle Appropriate Code for Asset Disposal

- DM - Damaged
- J - Junked (End of Life)
- M - Missing
- S - Sold
- ST - Stolen
- SS - Surplus**
- TI - Trade - In
- T - Transferred

Place Asset Tag Below

Property Of Livingston
County School District



11050

Asset Type & Function (Chose from below)

Class	Sub Class	Department
10 Land	110 Land	1100 Instruction
	120 Land Improvements	2100 Instructional Student Support Services
	130 Infrastructure	2200 Instructional Staff Support Services
20 Buildings	210 Buildings	2300 District Admin
	220 Building Improvements	2400 School Administrative
	230 Portable Buildings	2500 Business Support Services
	240 Carpet/Tile Replacement	2600 Plant Operations & Maintenance
30 Technology	310 KETS Technology	2700 Student Transportation
	320 Non-KETS Technology	3100 Food Service
	330 Copiers	3200 Enterprise Operations
40 Vehicles	410 School Buses	3300 Community Serv. Operations (FRYSC)
	420 Other Vehicles	
50 General	510 Rolling Stock	
	520 Food Service	
	530 Furniture & Fixtures	
	540 Audio-Visual Equipment	
	550 Other	

Asset Tag & Location (Complete when moving equipment from location to location or from room to room within same location.)

Move From: (Current Location)	LC HS	Room #:	Rm 22
Move To: (New Location)		Room #:	
Move From: (Current Location)		Room #:	
Move To: (New Location)		Room #:	
Move From: (Current Location)		Room #:	
Move To: (New Location)		Room #:	
Move From: (Current Location)		Room #:	
Move To: (New Location)		Room #:	
Move From: (Current Location)		Room #:	
Move To: (New Location)		Room #:	
Move From: (Current Location)		Room #:	
Move To: (New Location)		Room #:	

Please complete if Tagging New Asset

School/Building Location:

Room #:

Asset Tagged By:


Tagged Date:

FIXED ASSET INFORMATION

Updated 2/13/19

NEW ASSET Asset Tag #: <u>11692</u> Asset Description: _____ Vendor Name: _____		Fiscal Year: _____ PO#: _____ Cost of Asset: _____ Invoice #: _____	
Asset Type & Function (Chose from below)			
Class	Sub Class	Department	
10 Land	110 Land	1100	Instruction
	120 Land Improvements	2100	Instructional Student Support Services
	130 Infrastructure	2200	Instructional Staff Support Services
20 Buildings	210 Buildings	2300	District Admin
	220 Building Improvements	2400	School Administrative
	230 Portable Buildings	2500	Business Support Services
	240 Carpet/Tile Replacement	2600	Plant Operations & Maintenance
30 Technology	310 KETS Technology	2700	Student Transportation
	320 Non-KETS Technology	3100	Food Service
	330 Copiers	3200	Enterprise Operations
40 Vehicles	410 School Buses	3300	Community Serv. Operations (FRYSC)
	420 Other Vehicles		
50 General	510 Rolling Stock		
	520 Food Service		
	530 Furniture & Fixtures		
	540 Audio-Visual Equipment		
	550 Other		

Asset Tag & Location Manufacture: <u>Dell</u> Commodity Code: _____ School/Building Location: _____ Asset Tagged By: _____	Serial #: <u>G3X0GK1</u> Model #: <u>OptiPlex 760</u> Room #: _____ Tagged Date: _____
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RETIREMENT/DISPOSAL Retirement/Disposal Date: _____		Asset Tag #: _____
Please Circle Appropriate Code Listed Below		
DM - Damaged J - Junked M - Missing S - Sold	ST - Stolen <u>SS - Surplus</u> TI - Trade - In T - Transferred	Property Of: <u>Livingston County School District</u>  11592
Additional Notes/Information: _____		

CHANGE/UPDATE FIXED ASSET Please complete when moving equipment form location to location or from room to room within the same location.		Date: _____
Asset #:	Serial #:	Description:
Move From:(Current Location):	<u>LCMS</u>	Room #:
Move To: (New Location)		Room #:
Asset #:	Serial #:	Description:
Move From:(Current Location):		Room #:
Move To: (New Location)		Room #:
Asset #:	Serial #:	Description:
Move From:(Current Location):		Room #:
Move To: (New Location)		Room #:
Asset #:	Serial #:	Description:
Move From:(Current Location):		Room #:
Move To: (New Location)		Room #:

A Technology Surplus
 M Pending Board
 M Approval 10/9/19