

FIXED ASSET INFORMATION

Please Complete All Applicable Information

Revised 3/7/2019

Is the Fixed Asset New or Retired (please circle):	NEW	RETIRE	Fiscal Year:	
Asset Tag #:	11510		PO#:	
Asset Description:			Cost of Asset:	
Vendor Name:			Invoice #:	
Manufacture:	Dell		Serial #:	5VDR9K1
Retirement/Disposal Date:	10-2-19 TC		Model #:	Optiplex 760
Commodity Code:				

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

Missing Asset tag

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	

Rm. 10
NLES

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

Move From:(Current Location)		Room #:	
Move To: (New Location)		Room #:	
Move From:(Current Location)		Room #:	
Move To: (New Location)		Room #:	
Move From:(Current Location)	Technology Surplus	Room #:	
Move To: (New Location)	Pending Board	Room #:	
Move From:(Current Location)	Approval	Room #:	
Move To: (New Location)	6/1/19	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

Please Complete All Applicable Information

Revised 3/7/2019

Is the Fixed Asset New or Retired (please circle):

NEW

RETIRE

Fiscal Year: _____

Asset Tag #: 11946?

PO#: _____

Asset Description: _____

Cost of Asset: _____

Vendor Name: _____

Invoice #: _____

Manufacture: Dell

Serial #: BNMNNH1

Retirement/Disposal Date: 10-1-19 TC

Model #: optiplex 755

Commodity Code: _____

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

11446 32

WWW.DELL.COM
Service Tag: BNMNNH1
Express Service Code: 25373382805

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
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	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	

Rm 508
TC SLES

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

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 #:
Move From: (Current Location)	Room #:
Move To: (New Location)	Room #:
Move From: (Current Location)	Room #:
Move To: (New Location)	Room #:

Technology Surplus
Pending Board

Approval

10/4/19

Please complete if Tagging New Asset

School/Building Location: _____

Room #: _____

Asset Tagged By: _____

Tagged Date: _____