

FIXED ASSET INFORMATION

Please Complete All Applicable Information

RECEIVED
12/2/19

Revised 3/7/2019

Is the Fixed Asset New or Retired (please circle): **NEW** RETIRE
 Asset Tag #: 13071
 Asset Description: _____
 Vendor Name: _____
 Manufacture: Lenovo N23
 Retirement/Disposal Date: _____
 Commodity Code: _____


Fiscal Year: _____
 PO#: _____
 Cost of Asset: _____
 Invoice #: _____
 Serial #: YD01WT6H
 Model #: YDNOB6C0802B

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



13071

RD

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
		2700 Student Transportation
<u>30 Technology</u>	310 KETS Technology	3100 Food Service
	320 Non-KETS Technology	3200 Enterprise Operations
	330 Copiers	3300 Community Serv. Operations (FRYSC)
40 Vehicles	410 School Buses	
	420 Other Vehicles	
50 General	510 Rolling Stock	
	520 Food Service	
	530 Furniture & Fixtures	
	540 Audio-Visual Equipment	
	550 Other	

Technology Surplus
Pending Liv Co School Board
Approval
FY20/Bjf

Asset Tag & Location (Complete when moving equipment from location to location or

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: LCMS Room #: old OpenCampus 08 Sta
 Asset Tagged By: _____ Tagged Date: _____

FIXED ASSET INFORMATION

Please Complete All Applicable Information

RECEIVED
12/2/19

Revised 3/7/2019

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

Asset Tag #: 12059

Asset Description: _____

Vendor Name: _____

Manufacture: Smart Slate

Retirement/Disposal Date: 11/20/19

Commodity Code: _____

Fiscal Year: _____

PO#: _____

Cost of Asset: _____

Invoice #: _____

Serial #: 106P009493


Model #: WS200

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



12059

Asset Type & Function (Chose from below)

Class	Sub Class	Department
10 Land	110 Land	<u>1100</u> 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
<u>30 Technology</u>	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	Technology Surplus
	520 Food Service	Pending Liv Co School Board
	530 Furniture & Fixtures	Approval _____
	540 Audio-Visual Equipment	FY20 <u>Bjf</u>
	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)		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: LCHS Room #: _____

Asset Tagged By: _____ Tagged Date: _____

FIXED ASSET INFORMATION

Please Complete All Applicable Information

Revised 3/7/2019

12/2/19
RECEIVED

Is the Fixed Asset New or Retired (please circle): **NEW** RETIRED Fiscal Year: _____

Asset Tag #: 12356 PO#: _____

Asset Description: _____ Cost of Asset: _____

Vendor Name: _____ Invoice #: _____

Manufacture: Dell Serial #: C6FTH02


Retirement/Disposal Date: 11/20/19 Model #: Optiplex 7010

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

Service Tag: **C6FTH02**
Express Service Code: **26510754386**
Mfg. Date: 20140301 JSD2

Property Of Livingston
County School District

12356

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
		2700 Student Transportation
<u>30 Technology</u>	310 KETS Technology	3100 Food Service
	320 Non-KETS Technology	3200 Enterprise Operations
	330 Copiers	3300 Community Serv. Operations (FRYSC)
40 Vehicles	410 School Buses	
	420 Other Vehicles	
50 General	510 Rolling Stock	
	520 Food Service	
	530 Furniture & Fixtures	
	540 Audio-Visual Equipment	
	550 Other	

Express Code : 26510754386

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)			
Move To: (New Location)	Technology Surplus Pending Liv Co School Board Approval FY20 Bjf		
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: LCHS Room #: _____

Asset Tagged By: _____ Tagged Date: _____

FIXED ASSET INFORMATION

Please Complete All Applicable Information

RECEIVED

Revised 3/7/2019


Is the Fixed Asset New or Retired (please circle): **NEW** **RETIRE**
 Fiscal Year: 2019
 Asset Tag #: _____ PO#: _____
 Asset Description: _____ Cost of Asset: _____
 Vendor Name: _____ Invoice #: _____
 Manufacture: Dell Latitude E5430 Serial #: G19S9W1
 Retirement/Disposal Date: 11/20/19 Model #: _____
 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

**Property Of Livingston
County School District**



12291

*Staff
Cardinal from Mobile #10*

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
		2700 Student Transportation
<input checked="" type="radio"/> 30 Technology	310 KETS Technology	3100 Food Service
	320 Non-KETS Technology	3200 Enterprise Operations
	330 Copiers	3300 Community Serv. Operations (FRYSC)
40 Vehicles	410 School Buses	
	420 Other Vehicles	
50 General	510 Rolling Stock	
	520 Food Service	
	530 Furniture & Fixtures	
	540 Audio-Visual Equipment	
	550 Other	

Technology Surplus
Pending Liv Co School Board
Approval _____
FY20 BIF

Asset Tag & Location (Complete when moving equipment from location to 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 #:	

Please complete if Tagging New Asset

School/Building Location: LCMS Room #: _____
 Asset Tagged By: _____ Tagged Date: _____

FIXED ASSET INFORMATION

Please Complete All Applicable Information

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12/2/19

Revised 3/7/2019


Is the Fixed Asset New or Retired (please circle): **NEW** **RETIRE**
 Asset Tag #: 13222 Fiscal Year: _____
 Asset Description: _____ PO#: _____
 Vendor Name: _____ Cost of Asset: _____
 Manufacture: Lenovo N33 Invoice #: _____
 Retirement/Disposal Date: 11/20/19 Serial #: YD0294FN
 Commodity Code: _____ Model #: _____
1580UR0004USY

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



13222

Chromebook OS LCMS Yoga Str 28

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
	310 KETS Technology	2700	Student Transportation
30 Technology	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		

Technology Surplus
Pending Liv Co School Board
Approval
FY20 Bjf

Asset Tag & Location (Complete when moving equipment from location to loca.....)

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: LCMS Room #: _____
 Asset Tagged By: _____ Tagged Date: _____

FIXED ASSET INFORMATION

Please Complete All Applicable Information

RECEIVED
12/2/19

Revised 3/7/2019


Is the Fixed Asset New or Retired (please circle): **NEW** ~~RETIRED~~ Fiscal Year: _____
 Asset Tag #: 13225 PO#: _____
 Asset Description: _____ Cost of Asset: _____
 Vendor Name: _____ Invoice #: _____
 Manufacture: Lenovo N23 Serial #: YD02946K
 Retirement/Disposal Date: 11/20/19 Model #: YDNOB732800J
 Commodity Code: _____ 1580UR0004USY

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



13225

LCMS Yoga Sta 31

Chromebook OS

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	Technology Surplus
	520 Food Service	Pending Liv Co School Board
	530 Furniture & Fixtures	Approval _____
	540 Audio-Visual Equipment	FY20 Bjf
	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)	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: LCMS Room #: _____
 Asset Tagged By: _____ Tagged Date: _____

FIXED ASSET INFORMATION

Please Complete All Applicable Information

RECEIVED
12/2/19


Revised 3/7/2019

Is the Fixed Asset New or Retired (please circle): **NEW** **RETIRE**
 Asset Tag #: 12534 Fiscal Year: _____
 Asset Description: _____ PO#: _____
 Vendor Name: _____ Cost of Asset: _____
 Manufacture: Dell Latitude 3340 Invoice #: _____
 Retirement/Disposal Date: 11/30/19 Serial #: H209532
 Model #: _____
 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

Property Of Livingston
County School District



12534

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
	310 KETS Technology	2700 Student Transportation
30 Technology	320 Non-KETS Technology	3100 Food Service
	330 Copiers	3200 Enterprise Operations
	410 School Buses	3300 Community Serv. Operations (FRYSC)
40 Vehicles	420 Other Vehicles	
	510 Rolling Stock	
50 General	520 Food Service	Technology Surplus
	530 Furniture & F	Pending Board
	540 Audio-Visual	Approval
	550 Other	

Asset Tag & Location (Complete when moving equipment from loc: _____ ne 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 #:

Please complete if Tagging New Asset

School/Building Location: LCMS Room #: _____
 Asset Tagged By: _____ Tagged Date: _____

RECEIVED
12/2/19

FIXED ASSET INFORMATION

Please Complete All Applicable Information

Revised 11/6/2019

Asset Tag #:	_____	Fiscal Year:	_____
Asset Description:	_____	PO#:	_____
Vendor Name:	_____	Asset Cost:	_____
Manufacture:	_____	Invoice #:	_____
Retirement/Disposal Date:	_____	Serial #:	_____
Commodity Code:	_____	Model #:	_____

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 Services
	420 Other Vehicles	
50 General	510 Rolling Stock	
	520 Food Service	
	530 Furniture & Fixtures	
	540 Audio-Visual Equipment	
	550 Other	

Technology Surplus Pending Board Approval _____

F-120
12/3/19
bx

Please Complete if Tagging New Asset

School/Building Location: _____ Room #: _____

Asset Tagged By: _____ Tagged Date: _____

SURPLUS ASSET INFORMATION

Asset Description: HP Stream Location: SLES #24

Serial #: 5CD 618 13 MT Model #: HP Stream 11 Pro G2


Please Circle Appropriate Code

DM - Damaged

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

Place Asset Tag Below, if no tag, please write in Tag #

Property Of Livingston
County School District



12788

Please Complete for Surplus of Asset

Signature: _____ Date: 11-25-19 TC

Complete when moving equipment from location to location or from room to room within same location.

TAG #	Asset Description:		
Serial #:	Model #	Add'l Information:	
Move From: (Current Location)		Room #:	
Move To: (New Location)		Room #:	

Please Complete for Approval of Asset Location Change.

Signature: _____ Date: _____

NEW FIXED ASSET INFORMATION

SURPLUS ASSET INFORMATION

CHANGE IN ASSET LOCATION