

# FIXED ASSET INFORMATION

RECEIVED  
1/31/2020

Revised 11/6/2019

Please Complete All Applicable Information

Asset Tag #: 11667  
 Asset Description: \_\_\_\_\_  
 Vendor Name: \_\_\_\_\_  
 Manufacture: Dell  
 Retirement/Disposal Date: \_\_\_\_\_  
 Commodity Code: \_\_\_\_\_  
 Technology Surplus \_\_\_\_\_  
 Pending Liv Co School Board \_\_\_\_\_  
 Approval \_\_\_\_\_  
 FY20 Bjf Bill 1/31/20  
 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
	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	
	530 Furniture & Fixtures	
	540 Audio-Visual Equipment	
	550 Other	

**Please Complete if Tagging New Asset**

School/Building Location: \_\_\_\_\_ Room #: \_\_\_\_\_  
 Asset Tagged By: \_\_\_\_\_ Tagged Date: \_\_\_\_\_

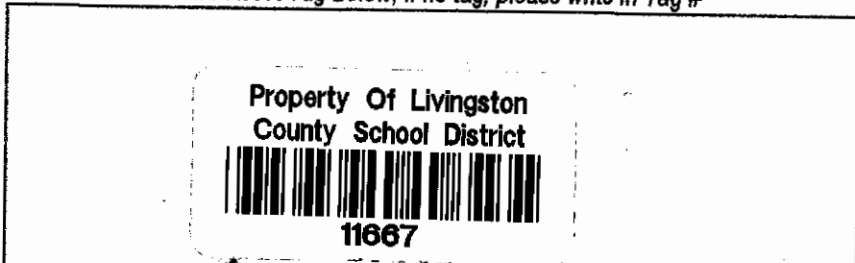
NEW FIXED ASSET INFORMATION

SURPLUS ASSET INFORMATION

Asset Description: Laptop Location: LCITS/FRYSC  
 Serial #: B3LPHLI Model #: Latitude 2100

- 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 #



**Please Complete for Surplus of Asset**

Signature: [Signature] Date: 1/22/2020

**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: \_\_\_\_\_

CHANGE IN ASSET LOCATION

# FIXED ASSET INFORMATION

Please Complete All Applicable Information

RECEIVED  
1/31/2020

Revised 11/6/2019

Asset Tag #: 12977 Fiscal Year: \_\_\_\_\_  
 Asset Description: \_\_\_\_\_ PO#: \_\_\_\_\_  
 Vendor Name: \_\_\_\_\_ Technology Surplus  
 Manufacture: HP Stream Pending Liv Co School Board  
 Retirement/Disposal Date: 1/22/2020 Approval \_\_\_\_\_  
 Commodity Code: \_\_\_\_\_ FY20 Bf 1/31/20

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
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50 General	520 Food Service	
	530 Furniture & Fixtures	
	540 Audio-Visual Equipment	
	550 Other	

Please Complete if Tagging New Asset

School/Building Location: \_\_\_\_\_ Room #: \_\_\_\_\_

Asset Tagged By: \_\_\_\_\_ Tagged Date: \_\_\_\_\_

SURPLUS ASSET INFORMATION


Asset Description: 12977 Location: LCHS S.c Grant 03  
 Serial #: SCDL6330NPT Model #: 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



12977

Please Complete for Surplus of Asset

Signature: Regina Ornd Date: 1/22/2020

CHANGE IN ASSET LOCATION

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: \_\_\_\_\_

RECEIVED  
1/31/2020 JD

Retired

**FIXED ASSET INFORMATION**

Please Complete All Applicable Information

Revised 11/6/2019

Asset Tag #: ~~92222~~ Fiscal Year: \_\_\_\_\_  
 Asset Description: \_\_\_\_\_ Technology Surplus  
 Vendor Name: \_\_\_\_\_ Pending Liv Co School Board  
 Manufacture: \_\_\_\_\_ Approval  
 Retirement/Disposal Date: \_\_\_\_\_ FY20 Bjf 1/31/2020  
 Commodity Code: \_\_\_\_\_

**Asset Type & Function (Chose from below)**

Class	Sub Class	Department
10 Land	110 Land	1100 Instruction
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	520 Food Service	
	530 Furniture & Fixtures	
	540 Audio-Visual Equipment	
	550 Other	

**Please Complete if Tagging New Asset**  
 School/Building Location: \_\_\_\_\_ Room #: \_\_\_\_\_  
 Asset Tagged By: \_\_\_\_\_ Tagged Date: \_\_\_\_\_


**SURPLUS ASSET INFORMATION**

Asset Description: HP LAPTOP stream 11 Location: SLES  
 Serial #: 5CD 618 13 CK 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



12790

#25

**Please Complete for Surplus of Asset**  
 Signature: TC Date: 1-10-2020

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

**CHANGE IN ASSET LOCATION**

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

**Please Complete for Approval of Asset Location Change.**  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_