

FIXED ASSET INFORMATION

Please Complete All Applicable Information

RECEIVED
2/10/20

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)

NEW FIXED ASSET INFORMATION

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		

Please Complete if Tagging New Asset

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

Property: Liv Co Schools
 NES TECH2018-031
 Asset: **13413**
 s/n **X4YW7Y00471**

*Projector
PowerLite 107*

Returned to Epson

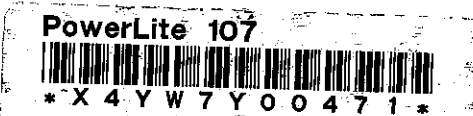
Asset Description: _____
 Serial #: _____

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

*2/10/2020
PA*

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

Under replacement warranty



**Property Of Livingston
County School District**

Please Complete for Surplus of Asset

Signature: _____ Date: _____

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
2/10/20 *JP*

FIXED ASSET INFORMATION

Please Complete All Applicable Information

Revised 11/6/2019

Technology Surplus
Pending Liv Co School Board
Approval
FY20 BIF
Invoice *Bl* 2/10/2020
Serial #:
Model #:

Asset Tag #: 12918
Asset Description: HP Laptop
Vendor Name: _____
Manufacture: HP
Retirement/Disposal Date: 2-3-2020
Commodity Code: _____

NEW FIXED ASSET INFORMATION

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
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	

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

SURPLUS ASSET INFORMATION

Asset Description: HP Laptop Location: SLEs
Serial #: 5CD63300Y4 Model #: HP stream 11 Pro G2
Please Circle Appropriate Code Place Asset Tag Below, if no tag, please write in Tag # Stu# 42
 DM - Damaged
 J - Junked (End of Life)
 M - Missing
 S - Sold
 ST - Stolen
 SS - Surplus
 TI - Trade - In
 T - Transferred

Property Of Livingston
County School District



12918

out of warranty and damaged beyond repair

Please Complete for Surplus of Asset
Signature: *Theresa Cole* Date: 2-3-2020

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: _____