

RECEIVED
3/28/20

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 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: _____ Tagged Date: _____

SURPLUS ASSET INFORMATION

Asset Description: IPad 2 Location: SLES


Serial #: DMP 66 FF3 DHW Model #: A1395

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



12204

Please Complete for Surplus of Asset

Signature: [Signature] Date: 3-6-2020

Mimeo shows this is located @ LCHS in the SPED Dept.

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.


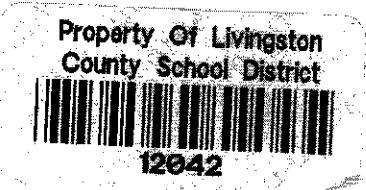
Signature: _____ Date: _____

RECEIVED
3/25/20

Revised 11/6/2019

FIXED ASSET INFORMATION

Please Complete All Applicable Information

| | | | | | |
|---|---|--|--|--|--|
| NEW FIXED ASSET INFORMATION | 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 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: _____ | | Tagged Date: _____ | | | |
| SURPLUS ASSET INFORMATION | Asset Description: <u>Computer</u> | | Location: <u>NLES</u> | | |
| | Serial #: <u>978N2P1</u> | | Model #: <u>Dev 780</u> | | |
| | Please Circle Appropriate Code | | Place Asset Tag Below, if no tag, please write in Tag # | | |
| | <input type="radio"/> DM - Damaged <input checked="" type="radio"/> J - Junked (End of Life) <input type="radio"/> M - Missing <input type="radio"/> S - Sold <input type="radio"/> ST - Stolen <input type="radio"/> SS - Surplus <input type="radio"/> TI - Trade - In <input type="radio"/> T - Transferred | |  12042 | | |
| | | |  | | |
| | | | <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Service Tag: 978N2P1 Express Service Code: 20028817765 </div> | | |
| | Please Complete for Surplus of Asset | | | | |
| | Signature: <u>[Signature]</u> | | Date: <u>5-25-20</u> | | |
| | 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: _____ | | | |