

FIXED ASSET INFORMATION

Please Complete All Applicable Information

Revised 11/6/2019

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		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>Desktop computer</u>		Location: <u>SLES</u>		
	Serial #: <u>B9G-5 GK I</u>		Model #: <u>Dell optiplex 760</u>		
	Please Circle Appropriate Code		Place Asset Tag Below, if no tag, please write in Tag #		
	DM - Damaged		<div style="border: 1px solid black; padding: 20px; width: 150px; margin: 0 auto;">11618</div>		
	<u>J - Junked (End of Life)</u>				
	M - Missing				
	S - Sold				
	ST - Stolen				
	SS - Surplus				
	TI - Trade - In				
T - Transferred					
Please Complete for Surplus of Asset					
Signature: <u>Tina Coleman</u>		Date: <u>9-9-20</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: _____			