


# 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 #: _____	
	<b>Asset Type &amp; Function (Chose from below)</b>	
	Class	Sub Class
	10 Land	110 Land
		120 Land Improvements
		130 Infrastructure
	20 Buildings	210 Buildings
		220 Building Improvements
		230 Portable Buildings
		240 Carpet/Tile Replacement
30 Technology	310 KETS Technology	
	320 Non-KETS Technology	
	330 Copiers	
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	
<b>Please Complete if Tagging New Asset</b> School/Building Location: _____ Room #: _____ Asset Tagged By: _____ Tagged Date: _____		
SURPLUS ASSET INFORMATION	Asset Description: <u>HP Laptop</u> Location: <u>NLES</u> Serial #: <u>5CD6330N2R</u> Model #: <u>HP Stream 11 Pro 6-2</u>	
	Please Circle Appropriate Code DM - Damaged <u>J - Junked (End of Life)</u> M - Missing S - Sold ST - Stolen SS - Surplus TI - Trade - In T - Transferred	
	Place Asset Tag Below, if no tag, please write in Tag # <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 200px;">                     Property Of Livingston                      County School District    <b>12884</b> </div>	
	<b>Please Complete for Surplus of Asset</b> Signature: <u>[Signature]</u> Date: <u>8-20-20</u>	
CHANGE IN ASSET LOCATION	<b>Complete when moving equipment from location to location or from room to room within same location.</b>	
	TAG #	Asset Description:
	Serial #:	Model #
	Move From: (Current Location)	Add'l Information:
	Move To: (New Location)	Room #:
	<b>Please Complete for Approval of Asset Location Change.</b> Signature: _____ Date: _____	