

FIXED ASSET INFORMATION

Please Complete All Applicable Information

RECEIVED
11/4/20

Revised 11/6/2019

Asset Tag #:	<u>12022</u>	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	

Property Of Livingston
County School District



12022

Please Complete if Tagging New Asset

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

SURPLUS ASSET INFORMATION

Asset Description:	<u>Dell Latitude</u>	Location:	<u>LCMS</u>
Serial #:	<u>JT58VM1</u>	Model #:	<u>E6510</u>

Please Circle Appropriate Code

DM - Damaged

J - Junked (End of Life)

M - Missing

S - Sold

ST - Stolen

SS - Surplus

TT - Trade - In

T - Transferred

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

12022

BOE

Surplus

Mobile Music Staff

Box

Please Complete for Surplus of Asset

Signature:	<u>Regina Dufresne</u>	Date:	<u>10/28/2020</u>
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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:	
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