

FIXED ASSET INFORMATION

Please Complete All Applicable Information

RECEIVED
12/1/20

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	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>Laptop</u>	Location: <u>NLES</u>
Serial #: <u>5CD6330NYC</u>	Model #: <u>HP Stream 11 Pro G2</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 # Property Of Livingston County School District  12889

Please Complete for Surplus of Asset

Signature: <u>Tim Colen</u>	Date: <u>11-2-20</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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FIXED ASSET INFORMATION

Please Complete All Applicable Information

Revised 11/6/2019

RECEIVED
12/1/20 90

Asset Tag #:	10109	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
		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: Latitude 7800

Serial #: J8M5J31

Location: LCHS

Model #: PPA2X

Please Circle Appropriate Code

DM - Damaged

J - Junked (End of Life)

M - Missing

S - Sold

ST - Stolen

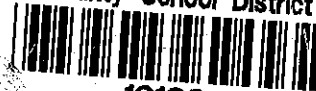
SS - Surplus

TI - Trade - In

T - Transferred

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

Property Of Livingston
County School District



10109

Please Complete for Surplus of Asset

Signature: Regina Durand

Date: 11/13/2020

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:

FIXED ASSET INFORMATION

Please Complete All Applicable Information

Revised 11/6/2019

Asset Tag #:	<u>13252</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
		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:	<u>Laptop N23</u>	Location:	<u>LCMS</u>
Serial #:	<u>D0294M5</u>	Model #:	<u>JOGA N23</u>

Please Circle Appropriate Code

DM - Damaged

J - Junked (End of Life)

M - Missing

S - Sold

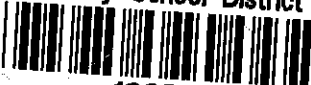
ST - Stolen

SS - Surplus

TI - Trade - In

T - Transferred

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

Property Of Livingston
 County School District

 13252

Please Complete for Surplus of Asset

Signature:	<u>Regina Duran</u>	Date:	<u>11/13/2020</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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FIXED ASSET INFORMATION

Please Complete All Applicable Information

Revised 11/6/2019

Asset Tag #:	<u>13255</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
		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:

Lenovo N23

Location:

LCMS #61

Serial #:

YD0294NJ

Model #:

YDND B732800J

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



13255

Please Complete for Surplus of Asset

Signature:

Regina Durard

Date:

11/13/2020

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:

FIXED ASSET INFORMATION

Please Complete All Applicable Information

Revised 11/6/2019

RECEIVED
12/1/20

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>Lenovo N23</u>	Location: <u>1 CM 3 #425th</u>
Serial #: <u>D02945G</u>	Model #: <u>Y06A N23</u>
Please Circle Appropriate Code <u>DM</u> - 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  13236

Please Complete for Surplus of Asset

Signature: _____	Date: _____
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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: _____	

FIXED ASSET INFORMATION

Please Complete All Applicable Information

Revised 11/6/2019

RECEIVED
12/1/20 90

NEW FIXED ASSET INFORMATION

Asset Tag #:	13206	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:	Lenovo N23	Location:	1 CMS #12
Serial #:	YD0294GJ	Model #:	80LRR004US
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  13206	

Please Complete for Surplus of Asset

Signature:	Régina Durand	Date:	11/13/2020
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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:	

FIXED ASSET INFORMATION

Please Complete All Applicable Information

Revised 11/6/2019

Asset Tag #:	<u>13232</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	

Please Complete if Tagging New Asset

School/Building Location:

Room #:

Asset Tagged By:

Tagged Date:

SURPLUS ASSET INFORMATION

Asset Description:

Serial #:

Location:

Model #:

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



13232

Please Complete for Surplus of Asset

Signature:

Date:

Complete when moving equipment from location to location or from room to room within same location.

CHANGE IN ASSET LOCATION

TAG #	Asset Description:	
Serial #:	Model #	Add Information:
Move From: (Current Location)	Room #:	
Move To: (New Location)	Room #:	

Please Complete for Approval of Asset Location Change.

Signature:

Date:

FIXED ASSET INFORMATION

Please Complete All Applicable Information

Revised 11/6/2019

Asset Tag #:	<u>12987</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	

Please Complete if Tagging New Asset

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

SURPLUS ASSET INFORMATION

Asset Description:	<u>HP Stream</u>	Location:	<u>LCHS</u>
Serial #:	<u>5CD433DNRM</u>	Model #:	<u>11 Pro G2</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 # Property Of Livingston County School District  12987	

Please Complete for Surplus of Asset

Signature:	<u>Regina Durard</u>	Date:	<u>11/13/2020</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:	

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: <u>12284</u>	Location: <u>Lcms</u>
Serial #: <u>2XBS9W1</u>	Model #: <u>E5430</u>

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

12284

Latitude E5430

Please Complete for Surplus of Asset

Signature: <u>Regina Duran</u>	Date: <u>11/13/2020</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 #
Move From: (Current Location)	Add'l Information:
Move To: (New Location)	Room #:

Please Complete for Approval of Asset Location Change.

Signature:	Date:
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FIXED ASSET INFORMATION

Please Complete All Applicable Information

Revised 11/6/2019

NEW FIXED ASSET INFORMATION

Asset Tag #:	<u>11488</u>	Fiscal Year:	
Asset Description:		PO#:	
Vendor Name:		Asset Cost:	
Manufacture:		Invoice #:	
Retirement/Disposal Date:		Serial #:	
Commodity Code:		Model #:	

Asset Type & Function (Choose 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>Dell</u>	Location:	
Serial #:	<u>H4KMP11</u>	Model #:	<u>Latitude E6400</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 # Property Of Livingston County School District  11488	

Please Complete for Surplus of Asset

Signature:	<u>Regina Durand</u>	Date:	<u>11/13/2020</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:	

FIXED ASSET INFORMATION

Please Complete All Applicable Information

Revised 11/6/2019

Asset Tag #:	<u>30312</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	

Please Complete if Tagging New Asset

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

Asset Description:	<u>30312</u>	Location:	<u>LCMS</u>
Serial #:	<u>7KP8XT2</u>	Model #:	<u>Chromebook 113180</u>

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
 SMITHLAND, KY 42081
30312

Self

Please Complete for Surplus of Asset

Signature:	<u>Regina Durek</u>	Date:	<u>11/13/2020</u>
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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:	