

**Boone County School District
ASSET ADJUSTMENT FORM**

Date: 1/4/2023

Asset # (Bar Code)	Action Code	Asset Description	Serial Number	From Location/ Room #	To Location/ Room #	Disposal Code	Comments
None	R	Life Fitness Treadmill	N/A	Visitor Lock Room	Warehouse		All Pieces of
None	R	Life Cycle 9500 HR	6025570	"	"		Equipment Do
None	R	Life Cycle 9500 HR	6025571	"	"		NOT WORK
None	R	Life Cycle 9500 HR	6025582	"	"		
None	R	Freeclimber 4400 CL STAIR MASTER	N/A	"	"		
None	R	Reebok Body Tree Elliptical	6025587	"	"		
None	R	Reebok Body Tree Elliptical	6025574	"	"		
None	R	Schwinn Airwind Stairer	NA	"	"		
None	R	Rowing Machine	NA	"	"		

Action Codes:

A = Add

T = Transfer

R = Removal/Return*

Disposal Codes:

998 - Support Services/
Maintenance

999 - Technology

Released By: [Signature]

Administrator

Date: 1/26/23

Location: Conner High School

Received By: _____

Administrator

Date: _____

Location: _____

* Documentation to support removal from inventory must be attached; i.e., Police Report, credit invoice, etc.

White: Administrative Services Pink: Receiving Location Yellow: Releasing Location
RETURN ENTIRE FORM TO ADMINISTRATIVE SERVICES FOR PROCESSING