

# Fixed Asset Inventory

## New or Moved or Deleted

Date: \_\_\_\_\_

Description of Item: \_\_\_\_\_

Cost: \_\_\_\_\_

Vendor: \_\_\_\_\_

Serial Number: \_\_\_\_\_

District Asset ID Number: \_\_\_\_\_

Location Item was moved **FROM**: \_\_\_\_\_

\_\_\_\_\_

Campus Personnel Signature Date

Location Item was moved **TO**: \_\_\_\_\_

\_\_\_\_\_

Campus Personnel Signature Date

\_\_\_\_\_

Technology Personnel Signature Date

Original Copy to Central Office

***Beth if under \$1000***

***Ruby if over \$1000***

One Copy to Campus Secretary

One Copy to Technology