

**INDEPENDENT SCHOOL DISTRICT NO.1**

**NEW FIXED ASSET FORM**

DATE \_\_\_\_\_

PREPARED AND TAGGED BY \_\_\_\_\_

COMPUTER TECH/ADMINISTRATORS SIGNATURE \_\_\_\_\_

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**PLEASE COMPLETE MISSING INFORMATION AND RETURN *CANARY COPY* TO BUSINESS OFFICE WITHIN 10 DAYS OF RECEIVING EQUIPMENT OR \_\_\_\_\_**

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ASSET # \_\_\_\_\_ SCHOOL \_\_\_\_\_

BUILDING # \_\_\_\_\_ ROOM \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

SERIAL # \_\_\_\_\_ MODEL # \_\_\_\_\_

MANUFACTURER \_\_\_\_\_ ACQUISITION DATE \_\_\_\_\_

UNIT COST \$ \_\_\_\_\_ VENDOR # \_\_\_\_\_

PO# \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

***If not purchased with district money please indicate whether donated or purchased with school funds, PTA, etc.***

OTHER FUNDING SOURCE \_\_\_\_\_

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*For Business Office Use Only*

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RECEIVED IN BY \_\_\_\_\_ DATE \_\_\_\_\_

AS/400 BY \_\_\_\_\_ DATE \_\_\_\_\_

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**WHITE COPY:** kept at Business Office

**CANARY COPY:** stays with machine until placed then return to Business Office