

## Fixed Asset Inventory

(Personal Property)

To be completed by school or department AND returned to the Central Office attached to a signed purchase order and/or material receipt.

---

### TO BE COMPLETED BY SCHOOL OR DEPARTMENT

School/Location: \_\_\_\_\_

Room/Dept: \_\_\_\_\_ Teacher: \_\_\_\_\_

Item: \_\_\_\_\_ Qty: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Serial #: \_\_\_\_\_

Model #: \_\_\_\_\_

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

---

### TO BE COMPLETED BY CENTRAL OFFICE

Purchase Order #: \_\_\_\_\_

Fund/Account #: \_\_\_\_\_

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

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

Asset #: \_\_\_\_\_