

"Add A New Fixed Asset" Worksheet

When a purchase is made, please fill out the information **inside the box** and send to the County Office at the same time you send in your **Receiving Report**.

Name of School _____
Name of Teacher _____
Room Number _____
Description _____
Vendor _____ P.O. # _____
(* Donated or Purchased by _____)
Purchase Amount \$ _____ Purchase Date _____
Manufacturer _____
Model Number _____
Serial Number _____
* If item is donated or purchased by club or activity funds, please fill in the blank

FOR COUNTY OFFICE USE ONLY FROM HERE DOWN . . .

Date Tag Sent _____
Asset Number/Bar Code _____ Date Entered _____
Classification _____
Check Number _____ Claim Number _____
Depreciate _____

IMPORTANT: Complete the information in the box and send this form to the County Office