

School New Asset Report Form

Please send to Kim monthly

Date sent to Kim _____

School: KES KMS KHS VES VHS BWS LPS

An item \$500 or more - use this form (fill in all information)
(If you have any questions as to what is/is not a fixed asset - call Kim)

Fixed Asset items:
 Table, desk, computer,
 rug, projector,
 equipment, bookshelf,
 etc. Any item \$500 or
 more.

An electronic "walkable" item - use this form, no matter the cost of item.
 Please list serial number, cost, and who has possession of it.
 Once the fixed asset tag has been added, complete this form and email it to Kim.

Walkable items:
 iPad, camera, laptop,
 video camera, projector,
 etc. Any item than is
 portable - even under
 \$500.

Asset Tag Number	Item Description Serial number	Item Location	Date Received	Item Cost	Check #	Vendor

* For disposing of items - use the Disposed or Retired Assets form.
 Remove the fixed asset tag- attach it and email it to Kim.