

# LUCAS LOCAL SCHOOL FIXED ASSET FORM

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## FIXED ASSET ACQUISITION

### TO BE COMPLETED BY THE PERSON RECEIVING EQUIPMENT

ASSET DESCRIPTION

PRICE

QUANTITY

SERIAL #

MODEL#

DATE RECEIVED

PURCHASE ORDER #

LOCATION/BUILDING

ROOM # OR DESCRIPTION

SIGNATURE OF PERSON COMPLETING FORM \_\_\_\_\_ DATE \_\_\_\_\_

### TO BE COMPLETED BY TREASURER

TAG# \_\_\_\_\_ FUND \_\_\_\_\_ FUNCTON \_\_\_\_\_

LIFE EXPECTANCY \_\_\_\_\_ POSTED TO COMPUTER (INITIAL) \_\_\_\_\_

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## REQUEST FOR EQUIPMENT DISPOSAL OR TRANSFER

### CHECK APPROPRIATE ITEM

DISPOSED

DESTROYED NATURAL DISASTER

SOLD

STOLEN/VANDALIZED

TRADE-IN

LUCAS ASSET TAG NUMBER

ASSET DESCRIPTION

TRANSFERRED FROM: BUILDING ROOM

TRANSFERRED TO: BUILDING ROOM

REASON FOR DISPOSAL

SUPERINTENDENT/PRINCIPAL SIGNATURE

\_\_\_\_\_ DATE \_\_\_\_\_

APPROVED

DISAPPROVED

DATE OF DISPOSAL/TRANSFER \_\_\_\_\_

IF SOLD FOR SCRAP AMOUNT RECEIVED \_\_\_\_\_