FIXED ASSET ACQUISITION

TO BE COMPLETED AND SUBMITTED WHEN YOU SUBMIT INVOICE FOR PAYMENT OR WHEN ASSET IS DONATED
ONE ITEM PER FORM

Please Check One: PURCHASED ____________ DONATED ____________

If Asset is PURCHASED, Complete SECTION I. If Asset is DONATED, Complete SECTION II.

SECTION I (Purchase of Fixed Asset)

ASSET NUMBER: ____________ ITEM DESCRIPTION: ________________________________

SCHOOL/LOCATION: __________________ Room Number: __________________

VENDOR NUMBER: __________________ CONDITION: Excellent___ Good___ Fair___ Poor___

VENDOR NAME: __________________

DATE OF PURCHASE: ______________ P. O. NUMBER: __________________

MANUFACTURER NAME: __________________

SERIAL NUMBER: __________________ MODEL NUMBER: __________________

FUND/FUNCTION/OBJECT: __________________

PURCHASE AMOUNT: __________________

SIGNATURE: ________________________________ Principal/Supervisor __________________ Date

SECTION II (Donation of Fixed Asset)

ASSET NUMBER: ____________ ITEM DESCRIPTION: ________________________________

DONATED BY: ____________________________ DATE: __________________

SCHOOL/LOCATION: __________________ Room Number: __________________

MANUFACTURER NAME: __________________

SERIAL NUMBER: __________________ MODEL NUMBER: __________________

FAIR MARKET VALUE AT TIME OF DONATION: __________________

SIGNATURE: ________________________________ Principal/Supervisor __________________ Date

FORM FA-1

Revised November 20, 2015-LS