

Fixed Asset Inventory Form Definitions:

For those line items that are not self explanatory please use the following wording for consistency:

Description: Use standard industry words- CPU used for laptops, desktop Computers
Monitor for displays screens etc.
Printer for Laser, Inkjet etc
Projector for LCD etc
Document Camera

Location: Only use 3 digit building numbers, not names,
514=EAGLE
404=High School
106=Kirkwood
107=Garfield
108=Lincoln
110=ValleyView
205=Middle School
000=Admin
002=Maintenance Shop
003=Bus Garage
501=PreSchool

Room # Number if possible, otherwise- use office, shop, gym.
Do not use the title of the user such as Principal.

Model # Be specific, Use model # when possible, do not use the name

Model year If known

Date Received If Known

Grey areas are not required.

On all transfers, the signature of the person receiving the equipment and the building administrator or supervisor is required prior to the transfer of the equipment.

On all new equipment, the signature of the person receiving the equipment is required.

Be sure to have person completing form sign at the bottom and date.