

***PLEASE COMPLETE APPROPRIATE SECTION OF THIS FORM. PLEASE RETURN TO BOOKKEEPER OR APPROPRIATE PERSON. THANK YOU FOR YOUR COOPERATION.

**FIXED ASSET INPUT SHEET
PERSONAL PROPERTY**

MASTER RECORD (SECTION 1)

1. INVENTORY CONTROL NUMBER _____
2. CLASS/SUBCLASS _____/_____
3. DESCRIPTIO_____
4. MODEL NUMBER _____
5. SOURCE OF ACQUISITION _____
6. DATE ACQUIRED _____
7. NEW / USED / DONATED _____
8. UNIT COST _____

FUND RECORD (SECTION 2)

1. EXPENSE FUND _____
2. EXPENSE ACCOUNT _____
3. FUND _____
4. ASSET ACCOUNT 88-3-310-000 _____
5. COST _____
6. FIXED ASSET (Y / N) _____

TRANSFER OR CHANGE (SECTION 6)

1. CONTROL NUMBER _____
2. ORIGINAL SCHOOL SITE _____
3. ORIGINAL BLDG. & ROOM # _____
4. NEW SCHOOL SITE: _____
5. NEW BLDG. & ROOM # _____
6. QUANTITY TRANSFERRED _____
7. REMAINING QUANITRY _____
8. FIXED ASSET: Y/ N _____

COST CENTER RECORD (SECTION 3)

1. COST CENTER _____
2. LOCATION / ROOM# _____
3. ORIGINAL QUANTITY _____
4. REMAINING QUANTITY _____
5. DELETION DATE _____
6. SERIAL NUMBER OF CPU (DISK DRIVE)

DELETION RECORD (SECTION 7)

1. CONTROL NUMBER _____
2. SCHOOL SITE _____
3. ITEM _____
4. QUANTITY _____
5. COST _____
6. DATE OF DELETION _____
7. REASON FOR DELETION _____
8. DELETED BY _____
9. FIXED ASSET: (Y / N) _____

PURCHASE ORDER RECORD (SECTION 4)

1. PURCHASE ORDER NUMBER _____
2. PURCHASE ORDER DATE ___/___/___

COMMENT RECORD (SECTION 5)

COMMENT: PAID WITH CHECK# _____
SERIAL NUMBER OF MONITOR _____ KEYBOARD _____

ATTENTION PRINCIPAL* WHEN YOU RECEIVE THIS COPY OF THE INPUT SHEET, PLEASE WRITE THE CORRECT INVENTORY CONTROL NUMBER ON THE ABOVE PIECE OF EQUIPMENT WITH A BLACK MAGIC MARKER.

PRINCIPAL'S SIGNATURE

DATE