

\*\*\*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 \_\_\_\_\_

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**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