

***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. DESCRIPTION
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 QUANTITY
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