

St. Clair County Board of Education  
FIXED ASSET INVENTORY SHEET  
(Personal Property)  
(Please type or print clearly)

CONTROL # _____	FIXED ASSET Y N _____
CLASS / SUBCLASS _____	/ _____
ITEM RECORDED _____	INITIALS _____

SCHOOL \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

MODEL # \_\_\_\_\_ VENDOR \_\_\_\_\_

SERIAL # \_\_\_\_\_

DATE PURCHASED \_\_\_\_\_ NEW / USED / DONATED \_\_\_\_\_

COST \$ \_\_\_\_\_ JOURNAL EXPENSE CODE \_\_\_\_\_  
FUND C FUNC OBJ CCTR SFUNDS Y PROG USER

PO # \_\_\_\_\_ PO DATE \_\_\_\_\_ CHECK # \_\_\_\_\_ CHECK DATE \_\_\_\_\_

LOCATION BLDG \_\_\_\_\_ ROOM \_\_\_\_\_

EMPLOYEE RESPONSIBLE \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ITEM CHANGE OR DISPOSITION INFORMATION**

( ) From present location to new location (complete the following)  
Present location \_\_\_\_\_ New location \_\_\_\_\_

( ) Item beyond repair / to be scrapped or auctioned

( ) Trade-in on: \_\_\_\_\_

( ) Stolen (send copy of police report)

Date of Request \_\_\_\_\_ Principal Signature \_\_\_\_\_

DISPOSITION BOARD APPROVED ON \_\_\_\_\_

