Fixed Asset Management

Teacher/Employee Name _____ **Room #**

Please use this form to record your classroom Fixed Asset Inventory. If you have any doubt about whether an item should be listed, please include it anyway.

Furniture should be listed as a group (i.e. desks, 25; chairs, 20) unless there is a barcode on a particular piec When listing the serial numbers for computers, you must list the serial number of the CPU. It is imperative that you list the District Barcode as well as the serial number. Also, please note any equipment that does not have a barcode so that I may assign a new one. Thank you for your assistance.

Asset Description	Barcode #	Serial #

e.

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Quantity