

**GADSDEN COUNTY SCHOOL DISTRICT CAPITAL ASSET INVENTORY LIST FOR:
TRANSFER-(T), DISCARDED-(D), SURPLUS-(SU), LOST-(L), STOLEN-(S), OR ADD-(A) PROPERTY**

SCHOOL OR LOCATION NAME: _____ CENTER CODE #: _____

TRANSFER FROM: _____

TRANSFER TO: _____

DESCRIPTION	MODEL #	SERIAL #	\$ COST	REQST DATE	TAG #	RM #	STATUS (T,D,SU,L,S,A)
1. Example: Dell Optiplex Computer	GX620	65XWS31	\$1000.00	7/1/2003	W-102102 G-12345	Rm-23 Bldg - 2	D
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

PERSON CONDUCTING INVENTORY: _____ DATE: _____

PRINCIPAL/DIRECTOR/COORDINATOR SIGNATURE: _____ DATE: _____

DISCARDED PROPERTY: Please remove and attach the white and/or green property tag(s) to a sheet of paper and forward it to me along with this form. The description, model, serial, request date, room, condition, and tag information MUST be completed before submitting form. After submitting completed form please call the Maintenance Dept. to pick-up the discarded property.