

NESHOPA COUNTY SCHOOL DISTRICT FIXED ASSET - ACQUISITION OF EQUIPMENT

Complete section one of this form and attach the invoice to the form and send to Accounts Payable in the Central Office. The Fixed Asset Manager will attach red tags and send to the property contact to tag the equipment and complete section 2 and 3. Once completed forward to Accounts Payable at Central Office. When the invoice is paid the Fixed Asset Manager will enter the data into the Master File.

SECTION 1 TO BE COMPLETED BY PROPERTY CONTACT

VENDOR NAME	
DESCRIPTION	
SERIAL NUMBER	
MODEL NUMBER	
DATED RECEIVED	
LOCATION/ROOM#/TEACHER	
FED PROG OR SPED PURCHASE?	

SECTION 2 TO BE COMPLETED BY PROPERTY CONTACT

EXPENSE ACCOUNT	
COST	
PURCHASE ORDER # DATE	
VENDOR #	

SECTION 3 TO BE COMPLETED BY PROPERTY CONTACT (when tagging assets)

FIXED ASSET #	SERIAL #	FIXED ASSET #	SERIAL #
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

PRINCIPAL OR ADMINISTRATOR SIGNATURE

DATE

FEDERAL PROGRAMS OR SPECIAL EDUCATION

DATE

RESPONSIBLE PERSON SIGNATURE / ROOM #

DATE