

# FIXED ASSET TRANSACTION RECORD

Please complete this form for all assets:

Check one:            **New**                      **Disposed**                      **Transfer**  
Property type:        **Vehicle**                      **Land**                      **Buildings**                      **Equipment**  
Tag Number:    (To be completed by Central Office if new)  
Property Site:    Previous Site (if Transfer)

Description:    Quantity:

Serial Number:

Model Number and Year of Vehicle

Date Acquired:

Purchase Order Number:

Cost Each:

Funding Source:

Disposal Code: (Scrapped, Stolen, Traded, Sold, Etc.)

Date:

Supervisor / Principal Signature