

FIXED ASSET TRANSACTION RECORD

Please complete this form for all assets:

Check one: New _____ Disposed _____ Transfer _____

Property Type
_____ Vehicle _____ Land _____ Buildings _____ Equipment

Tag No. _____ (To be completed by Central Office if new item)

1. _____
Property Site Previous Site (if transfer)

2. _____
Description Quantity

3. _____
Serial Number

4. _____
Model # and Year of Vehicle

5. _____
Date acquired

6. _____
Purchase order #

7. _____
Cost each

8. _____
Funding Source

9. _____
Disposal code: Scrapped, Stolen, Traded, Sold, Etc.

10: _____
Date:

Supervisor/Principal Signature