**WEST POINT CONSOLIDATED SCHOOL DISTRICT**

**FIXED ASSET ADDITION FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Prepared By |        | Date |       | Location |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **(1) Identifying Tag Number** |       | **\*(2) Type** |       |

|  |  |
| --- | --- |
| **(3) Description of Item** |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (4) Manufacturer |       | Model # |       | (5) Serial # |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (6) Quantity |       | (7) Location |       | Room |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| \*(8) Mobility Code |      | (9) Date Acquired |       | \*(10) Acquisition Method |      |

|  |  |  |  |
| --- | --- | --- | --- |
| (11) Purchase Order # |       | (12) Check # |       |

|  |  |  |  |
| --- | --- | --- | --- |
| (13) Vendor Name |       | (14) Vendor # |       |

|  |  |  |  |
| --- | --- | --- | --- |
| (15) Expense Code |       | \*(16) Funding Source |       |

|  |  |  |  |
| --- | --- | --- | --- |
| (17) Total Cost of Items |       | (18) Cost Per Unit |       |

|  |  |  |  |
| --- | --- | --- | --- |
| (19) Condition |       | (20) If Gift, Fair Market Value |       |

|  |  |  |  |
| --- | --- | --- | --- |
| 21) Estimated Life of Item |       | \*(22) Valuation Method  |       |

Please attach a copy of the purchase order and invoice. Attach a copy of the check if paid from an

Activity or agency fund.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Principal/Department Head**

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**\* (2) Type: A – TV,VCR, Cassette Player, etc. B – Building C – Computer Equipment**

 **F – Furniture and Fixtures V – Vehicles M – Musical Instruments**

 **(8) Mobility Code: 3 – Movable Equipment 2 – Build in Equipment (Site) 1 – Built-in (Building)**

 **(10) Acquisition Method: 1 – Purchase 2 – Lease 3 – Gift**

 **(16) Funding Source: Complete if using restricted funds – Vo-Tech, Title I or II, etc**

 **(22) Valuation Method: 1 – Purchase 2 – Appraisal 3 – Other**

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**Central Office Use Only: Entered Into the Computer By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date Entered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**