**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**

**------------------------------------------------------------------------------------------------------------------------------------**

**\* (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**

**------------------------------------------------------------------------------------------------------------------------------------**

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

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