

ALEXANDER CITY SCHOOLS
FIXED ASSET INVENTORY FORM
Personal Property Only

Check One New Asset Transfer Disposal

Location: _____ **Building:** _____ **Room No.:** _____

NEW ASSET

Fixed Asset (check one) Yes No Asset Number: _____

Description: _____

Serial Number: _____ Model Number: _____

Vendor: _____ Cost: _____

Date Acquired: _____ P.O. Number: _____

Funding Source: _____

Asset Condition (check one) New Used Donated (explain) _____

Comments: _____

TRANSFER

Transferred To: _____ Received By: _____

Date: _____

DISPOSAL

Type (check one) Junked Sold Stolen (must enclose copy of police report)

Sold To: _____ Selling Price: _____