

**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: _____