

St. Clair County Board of Education
FIXED ASSET INVENTORY SHEET
(Personal Property)
(Please type or print clearly)

CONTROL # _____	FIXED ASSET Y N _____
CLASS / SUBCLASS _____	/ _____
ITEM RECORDED _____	INITIALS _____

SCHOOL _____

DESCRIPTION _____

MODEL # _____ VENDOR _____

SERIAL # _____

DATE PURCHASED _____ NEW / USED / DONATED _____

COST \$ _____ JOURNAL EXPENSE CODE _____
FUND C FUNC OBJ CCTR SFUNDS Y PROG USER

PO # _____ PO DATE _____ CHECK # _____ CHECK DATE _____

LOCATION BLDG _____ ROOM _____

EMPLOYEE RESPONSIBLE _____

COMMENTS _____

ITEM CHANGE OR DISPOSITION INFORMATION

() From present location to new location (complete the following)
Present location _____ New location _____

() Item beyond repair / to be scrapped or auctioned

() Trade-in on: _____

() Stolen (send copy of police report)

Date of Request _____ Principal Signature _____

DISPOSITION BOARD APPROVED ON _____

