

DENTON INDEPENDENT SCHOOL DISTRICT Division of Administrative Services

FIXED ASSETS ADD/DELETE FORM

This form is to be completed and sent to the Business Office when you are changing the status of one or more items on your Fixed Assets listing.

☐ Burglary ☐ Location change to: ☐ Trade-in ☐ To be sent to warehouse as surplus/scrap	Campus: Maintenance Transportion Date: 1-20-2011					
Tag # Serial # Description: For untagged (lotted) furniture, give quantity, and describe: 2. Check appropriate reason(s) Add Gift (attach documentation)		Tag # Serial #		Description: Truck 51	5	
2. Check appropriate reason(s) Add Gift (attach documentation) Delete Burglary Location change from: Trade-in To be sent to warehouse as surplus/scrap Other (explain): Other (explain)		Tag # Serial #		Description:		
Add Gift (attach documentation) Location change from: Delete Delete Location change to: Trade-in To be sent to warehouse as surplus/scrap Other (explain): Was +otaled out Delete Does the item(s) work? Yes No Was the item(s) purchased with federal dollars (i.e., grant)? Authorized Campus Signature Business Office: Changes have been made on Fixed Assets listing. Item(s) is cleared for pick-up from above location	For un	ntagged (lotted) furniture, give quantity	/	, and describe:		
Burglary Location change to: Trade-in To be sent to warehouse as surplus/scrap Other (explain): Nas +otaled out by insurance 3. Was the item(s) purchased with federal dollars (i.e., grant)? Yes No Authorized Campus Signature Business Office: Changes have been made on Fixed Assets listing. Item(s) is cleared for pick-up from above location	2.	• • • • • • • • • • • • • • • • • • • •			7011 JAN 20	
Burglary Location change to: Trade-in To be sent to warehouse as surplus/scrap Other (explain): Nas +otaled out by insurance 3. Was the item(s) purchased with federal dollars (i.e., grant)? Yes No Authorized Campus Signature Business Office: Changes have been made on Fixed Assets listing. Item(s) is cleared for pick-up from above location	O)	Gift (attach documentation)	O)	Location change from:	P	
Other (explain): Collision Does the item(s) work? Yes Nowas Notated out Dy insurance 3. Was the item(s) purchased with federal dollars (i.e., grant)? Yes Nowastherized Campus Signature Business Office: To Warehouse: Changes have been made on Fixed Assets listing. Item(s) is cleared for pick-up from above location		Delete			<u>ن</u> -	
Other (explain): Collision Does the item(s) work? Yes No Was the item(s) purchased with federal dollars (i.e., grant)? Yes No Authorized Campus Signature Business Office: To Warehouse: Changes have been made on Fixed Assets listing. Item(s) work? Yes No No Warehouse: Item(s) work? Yes No No Warehouse: Item(s) work? Yes No No Warehouse: Item(s) is cleared for pick-up from above location		Burglary	Q	Location change to:		
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Business Office: Changes have been made on Fixed Assets listing. To Warehouse: Item(x) is cleared for pick-up from above location	\$	Was totaled out	— —	Does the item(s) work?	₩ No	
Changes have been made on Fixed Assets listing. Item(s) is cleared for pick-up from above location	3.	Was the item(s) purchased with feder	al doll	Jul Barnh	ature	
	Busi	ness Office:		To Warehouse:		
Signature Date Business Office Signature Date	Cha	anges have been made on Fixed Assets	listing	g. Item(s) is cleared for pick-up from about	ve location.	
		Signature Date	?	Business Office Signature 1	Date	