



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.

Campus: Maintenance / Transportation Date: 1-20-2011

Vin# 1G BH C24U25E191891 Plate# 891-070
1. Tag # _____ Serial # _____ Description: TRUCK 515
Tag # _____ Serial # _____ Description: _____
Tag # _____ Serial # _____ Description: _____
Tag # _____ Serial # _____ Description: _____

For untagged (lotted) furniture, give quantity _____, and describe: _____

2. Check appropriate reason(s)

Add

- Gift (attach documentation) Location change from: _____

Delete

- Burglary Location change to: _____
 Trade-in To be sent to warehouse as surplus/scrap

Other (explain): Collision
was totaled out
by insurance Does the item(s) work? Yes No

3. Was the item(s) purchased with federal dollars (i.e., grant)? Yes No

Caryl Barnhart
Authorized Campus Signature

Business Office: <u>Changes have been made on Fixed Assets listing.</u> _____ Signature Date	To Warehouse: <u>Item(s) is cleared for pick-up from above location.</u> <u>B</u> Business Office Signature Date
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