



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: CENTRAL SERVICES Date: 3-25-08

- 1. Tag # _____ Serial # 10816500 Description: CUMMINS 1400 HD PAPER SHREDDER
- 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): DOES NOT MEET DISTRICT'S STANDARDS FOR DOCUMENT DESTRUCTION Does the item(s) work? Yes No

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

Authorized Campus Signature

Business Office:	To Warehouse:
<i>Changes have been made on Fixed Assets listing. Put on Asset list.</i>	<i>Item(s) is cleared for pick-up from above location.</i>
<u><i>CP Davis</i></u> Signature	_____ Business Office Signature
<u>3/13/08</u> Date	_____ Date