

# FIXED ASSET ADDITIONS

REQUIRED FOR EQUIPMENT, TOOLS, MACHINERY, FURNITURE AND/OR APPLIANCES  
COSTING OVER \$2500.

Asset Location

Area

Other:

Purchase Order#

Vendor Name

Tag Number

If you need a tag, please contact Beth Quinn at extension 2179.

Manufacturer

Serial Number

Model Number

Description

Total Asset Cost

Signature

Completed forms should be forwarded to Beth Quinn in Superintendent's Office.