**SPED – ALT PROGRAM ASSET PICK UP FORM**

**Form “Not yet named”**

**PURPOSE:** This form should be completed for any asset(s) that are picked up by Special Services or Alternative Programs personnel from any location.

Information should be as complete with Tag and Serial Number. Description should include make/model i.e. Latitude E3380, iPad, iPad Mini.

Location the assets are picked up from should be properly named with correct location code noted if possible.

The principal/director or the Fixed Asset Coordinator of the location should sign the form as acknowledgement of the pick up.

SPED or Alt Program personnel making the pick up should sign, date and print their name and the specific department they are with.

A completed copy of this form should be left with the pick up location for their records.

The completed original should be turned in to the Fixed Asset Coordinator of the SPED or Alt Program department making the pick up for proper notification to be made to Fixed Assets.