**District Fixed Asset Tag Example**

Billings Public Schools  
Tag # 012345  
P.O. # ________________

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**Status Codes:**

A. Disposed (Sent to Warehouse)  
B. Stolen (Police report to be attached)  
C. Request transfer to another site  
D. Already transferred to another site  
E. Other (Explain on line)

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| Status Code | Asset Tag #  
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>(See Above)</td>
<td>(Equip. Only)</td>
</tr>
<tr>
<td></td>
<td>Description</td>
</tr>
<tr>
<td></td>
<td>Make (If no Tag#)</td>
</tr>
<tr>
<td></td>
<td>Model Number (If no Tag #)</td>
</tr>
<tr>
<td></td>
<td>Serial Number (If no Tag #)</td>
</tr>
<tr>
<td></td>
<td>Reason for Disposal/Transfer</td>
</tr>
<tr>
<td></td>
<td>Qty</td>
</tr>
<tr>
<td></td>
<td>Destination (For site transfers)</td>
</tr>
</tbody>
</table>

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Resp. Person Originator (print) ____________________________  
Resp. Person Transferred to (or Warehouse): ____________________________

Signature __________________________________________  
Signature __________________________________________  
Location # ____ Location Name ____________________________  
Date __________________________________________

Please √ all that apply:  
Fixed Asset Accounting copy (Status codes C,D,E, send to Lincoln Ctr, Rm 207)  
Warehouse copy (for status code A, B, E only)