

BILLINGS PUBLIC SCHOOLS

Fixed Asset Acquisition / Donation Form

District Fixed Asset Tag Example

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

Status Codes:

A. New Purchase by Procurement Card (P-card) B. Donated Item C. Other (Explain on line)

Status Code (See Above)	Asset Tag # (To be assigned)	Description	Make	Model Number	Serial Number	Procurement Card # (For P-card purchase) Donor's Name, Address, Tax ID#	Cost for Purchase, FMV for Donation *	Qty	New or Used for Donation	Destination Room Number location, etc.

Responsible Person (print) _____ Responsible Person (Signature) _____

Location # ___ Location Name _____ Date Item placed in Service or Donated _____

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

*For donations, attach explanation of how Fair Market Value (FMV) was determined and list any restrictions.