FREMONT UNION HIGH SCHOOL DISTRICT
ADDED EQUIPMENT FORM

Instructions: Please complete this form after you have received and tagged the new equipment, being sure that the appropriate number is listed with the corresponding information for that item. Do not leave any item blank. Once completed, use the **Submit by E-mail button** to send the form to Purchasing Specialist Sherill Panelo in the Business Department.

Date:		**Site:**	(Select)	**Completed By:**		Submit by E-mail

Tag #	Description	Manufacturer	Model	Serial #	Building	Room #	PO #	Cost

Rev. 10/1/09