

COLUMBIA SCHOOL DISTRICT

FIXED ASSET ACCOUNTABILITY SYSTEM

Change of Location
Form

Asset Type Key

- L = Land
- B = Buildings
- I = Improvements
- A = Audio Visual Equipment
- LP = Lease Purchase

- C = Computer & C. Equipment
- F = Furniture & Equipment
- M = Musical Equipment
- V = Vehicles

Location Key

- 010001 – Central Office
- 080002 – Columbia High School
- 160003 – Jefferson Middle School
- 040004 – Columbia Elementary School
- 120023 – Columbia Primary School, 2-3
- 120005 – Columbia Primary School, K-1
- 010007 - Transportation
- 010022 - Maintenance

ASSET TYPE	TAG	DESCRIPTION	SERIAL NO.	LOCATION	ROOM	RELOCATE TO	ROOM

Signature (Person Releasing Equipment)

Signature (Person Receiving Equipment)

This form is to be used for the change of location of any item already on the Fixed Asset Accountability System.