COLUMBIA SCHOOL DISTRICT

FIXED ASSET ACOUNTABILITY SYSTEM

Temporary Loan 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
000017 – Special Services
000009 – Food Services

ASSET TYPE	TAG	DESCRIPTION	SERIAL NO.	LOCATION	ROOM	Loan To	Room

Signature (Person Releasing Equipment)

Signature (Person Receiving Equipment)

This form is to be completed when a fixed asset item is being loaned temporarily to another location and should be retained by the primary custodian of the item.