

# NEWTON MUNICIPAL SCHOOL DISTRICT



205 School Street  
Newton, MS 39345

## NEW ASSET SET-UP

Asset Code: \_\_\_\_\_

Description: \_\_\_\_\_

Location: \_\_\_\_\_

Building: \_\_\_\_\_

Room: \_\_\_\_\_

Classification: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Model No: \_\_\_\_\_

Serial No: \_\_\_\_\_

PO #: \_\_\_\_\_

Check #: \_\_\_\_\_

Claim #: \_\_\_\_\_

Purchase Date: \_\_\_\_\_

Purchase Amount: \_\_\_\_\_

Vendor: \_\_\_\_\_

Requisition Budget Source: \_\_\_\_\_

Fund

Function

Object

This is to verify that I have the equipment listed above and I am using it to conduct official school district business.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date