

CRESTWOOD LOCAL SCHOOLS

REQUEST FOR ASSET ADDITIONS

<u>Asset Description</u>	<u>Serial or ID #</u>	<u>Purchase Order # Or donation information</u>	<u>Bldg</u>	<u>Location Room #</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signature of individual request addition of asset _____

Date of request _____

Inventory tags will be sent by inter-building mail to be affixed on the assets.