

Tommy Branch
Superintendent of Education

Lynn Revette
Assistant Superintendent

Wayne County School District

810 Chickasawhay Street
Waynesboro, MS 39367
Phone: (601) 735-4871
Fax: (601) 735-4872

<https://www.wcsdms.com>

Anetia Beal-Norsworthy, District 1
Wilma Taylor, District 2
George Alsworth, District 3
Al Smith, District 4
Dorcus Reynolds, District 5
Marcus Evans, Board Attorney

NEW ASSET PURCHASE REPORTING FORM FA-A

SCHOOL / LOCATION _____

EMPLOYEE _____ BUILDING / WING _____ ROOM _____

ASSET DESCRIPTION _____

BRAND _____

MODEL _____

SERIAL NUMBER _____

P.O. NUMBER _____ P.O. DATE _____

VENDOR _____

COST _____

FUND CODE _____

DATE RECEIVED _____

SIGNATURE OF FINANCIAL SECRETARY
(EMPLOYEE CREATING FORM FA-A)

DATE

SIGNATURE OF BUILDING FIXED ASSET COORDINATOR
(BFAC)

DATE

THIS FORM MUST BE COMPLETED AND COPY SENT TO DFAC WITHIN TWO (2) WORKING DAYS OF THE RECEIPT OF PROPERTY

THIS PART TO BE COMPLETED BY DISTRICT FIXED ASSET COORDINATOR (DFAC)

- ASSET TAG NUMBER _____
- ACQUISITION DATE _____
- UPDATE MARATHON DATABASE
- PRINT/MAIL FORM FA-G, ROOM REPORT TO LOCATION'S BFAC
- AFFIX ASSET TAG TO FIXED ASSET AT LOCATION
- FILE COMPLETED FORM (COPY) BY LOCATION

DISTRIBUTION/FILING INSTRUCTIONS
1 – ORIGINAL – ATTACHED TO P.O.
2 – COPY – BFAC FILE
3 – COPY - DFAC

DFAC SIGNATURE _____ DATE COMPLETED _____

Wayne County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in providing educational programs and services or employment opportunities and benefits. The following person has been designated to handle inquiries and complaints regarding the non-discrimination policies of the school district:
Mrs. Lynn Revette, Assistant Superintendent of Education, 810 Chickasawhay Street, Waynesboro, MS 39367 (601) 735-4871
Phone: 800-368-1019 Toll Free: 800-537-7697 Email: OCRMail@hhs.gov