

To be completed for the District Office for New Items:

**DARLINGTON COUNTY SCHOOL DISTRICT
FIXED ASSETS UPDATE**

Date: **RECV. DATE** Location: **WHERE ITEM WILL BE STORED**

Disposition: **New** Location #: **##**

Description: **FULL DETAIL OF ITEM**

Brand: **BRAND NAME**

Serial Number: **SERIAL #** Model Number: **MODEL #**

Quantity: **#** DCSD Asset Number: _____

DISTRICT OFFICE WILL ASSIGN

Date Purchased: **DATE ORDERED** Date received: **DATE RECV . NOT SHIPPED**

Vendor: **VENDOR NAME** Vendor Number: **VENDOR #**

Invoice Number: **INV #** P.O. Number: **PO #**

Cost of Item (include tax) \$ **AMOUNT INCLUDING TAX**

Replaced item: **ITEM BEING REPLACED OR MOVED**
Serial#- _____
Location of replaced item: **SCHOOL LOC#? WAREHOUSE? ITEM IS GOING TO.**
Room Number: **GYM? – RM #? – BUILDING?**
Model# - : _____
Fixed Asset #: **CHECK SPREADSHEET FOR ASSET NUMBER ASSIGNED TO ITEM**

ACCOUNT NUMBER ORDER FROM: **ALL ACC #'S USED TO PURCHASE ITEM**

Attach a copy of the Approval, Purchase Order and Invoice.

Signature: _____

(COMPLETE FOR NEW ITEMS ONLY)