

To be completed for the District Office for New Items:

**DARLINGTON COUNTY SCHOOL DISTRICT
FIXED ASSETS UPDATE**

Date: _____ Location: _____

Disposition: New _____ Location #: _____

Description: _____

Brand: _____

Serial Number: _____

Model Number: _____

Quantity: _____

DCSD Asset Number: _____

DISTRICT OFFICE WILL ASSIGN

Date Purchased: _____ Date received: _____

Vendor: _____

Vendor Number: _____

Invoice Number: _____

P.O. Number: _____

Cost of Item (include tax) \$ _____

Replaced item: _____

Serial#- _____

Location of replaced item: _____ **Room Number:** _____

Model# - : _____

Fixed Asset #: _____

DISTRICT OFFICE WILL ASSIGN

ACCOUNT NUMBER ORDER FROM: _____

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

Signature: _____

(COMPLETE FOR NEW ITEMS ONLY)