

CALCASIEU PARISH SCHOOL BOARD

Request for CPSB Tag on School Purchased Fixed Assets

****MUST SUBMIT WITH PROOF OF PURCHASE****

SCAN AND EMAIL SIGNED FORM TO: fixedassets@cpsb.org

School/Dept: _____ Loc Code: _____ Date: _____

ITEM	SERIAL #	PRICE	TEACHER NAME	ROOM #

Fixed Asset Coordinator: _____

Principal/Department Head Signature: _____

Submit to Fixed Assets with *Proof of Purchase*. Keep a copy for your files.

