



# CALCASIEU PARISH SCHOOL BOARD

## Request for CPSB Tag on Personally Donated Fixed Assets

SCAN AND EMAIL SIGNED FORM TO: [fixedassets@cpsb.org](mailto:fixedassets@cpsb.org)

School/Dept: \_\_\_\_\_ Loc Code: \_\_\_\_\_ Date: \_\_\_\_\_

ITEM	SERIAL #	TEACHER NAME	ROOM #

The above listed item(s) have been donated by \_\_\_\_\_  
to the above stated location. A CPSB tag will need be assigned to the item and  
to the designated person(s) listed.

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I, \_\_\_\_\_, am donating the above listed item(s) and  
understand that by doing so it will become property of CPSB.

Signature of Donor: \_\_\_\_\_ Date: \_\_\_\_\_