



# ASSET ADDITION FORM

Item: \_\_\_\_\_

Asset and Additional Information	
Tag Number	
Quantity	
Asset Description	
Manufacturer	
Model	
Serial Number	
Acquisition Date (A)	
Original Cost	
PO #	
Vendor	
Check #	
<p>(A)Acquisition Date: Assumption is acquisition date reflects in service date. In service date is based upon invoice date. This is general process. The Business Office reviews final CBIZ report and makes adjustments accordingly.</p>	

Locational and Organizational Information	
Site Code	
Site Description <i>(see chart on back)</i>	
Building Code	
Building Description <i>(see chart on back)</i>	
Floor	
Room	
Fund Code	
Fund Description	
Department Code	
Department Description	
Asset Class Code	

Please circle your response:

1. Was this item donated?    YES    NO
2. Was this purchased using funding from a grant?    YES    NO

*Please initial when completed and return to Jeannie Keane in the Business Office.  
IMPORTANT – Please keep a copy for your records.*

<b>Site Code</b>	<b>Site Description</b>	<b>Bldg Code</b>	<b>Bldg Description</b>
01	SHELTER ROCK ACADEMY	01	SHELTER ROCK ACADEMY
01	SHELTER ROCK ACADEMY	02	STORAGE CONTAINER
02	SENIOR HIGH SCHOOL	01	SENIOR HIGH SCHOOL
02	SENIOR HIGH SCHOOL	02	BLEACHERS/PRESS BOX
02	SENIOR HIGH SCHOOL	03	ATHLETIC FIELD STORAGE
02	SENIOR HIGH SCHOOL	04	STORAGE GARAGE
02	SENIOR HIGH SCHOOL	06	GUARD BOX
02	SENIOR HIGH SCHOOL	07	BASEBALL FIELD STORAGE BUILDING
02	SENIOR HIGH SCHOOL	08	BASEBALL FIELD STORAGE BUILDING
02	SENIOR HIGH SCHOOL	08	BASEBALL FIELD STORAGE TRAILER
02	SENIOR HIGH SCHOOL	09	CONCESSION/TICKET BOOTH
02	SENIOR HIGH SCHOOL	10	STORAGE CONTAINER 1
02	SENIOR HIGH SCHOOL	11	STORAGE SHED
02	SENIOR HIGH SCHOOL	12	STORAGE CONTAINER 2
02	SENIOR HIGH SCHOOL	13	STORAGE CONTAINER 3
02	SENIOR HIGH SCHOOL	14	STORAGE CONTAINER 4
02	SENIOR HIGH SCHOOL	15	STORAGE CONTAINER 5
03	HERRICKS COMMUNITY CENTER	01	HERRICKS COMMUNITY CENTER
04	MIDDLE SCHOOL	01	MIDDLE SCHOOL
04	MIDDLE SCHOOL	02	STORAGE GARAGE
04	MIDDLE SCHOOL	03	STORAGE SHED
04	MIDDLE SCHOOL	04	STORAGE CONTAINER
05	CENTER STREET SCHOOL	01	CENTER STREET SCHOOL
06	DENTON AVENUE SCHOOL	01	DENTON AVENUE SCHOOL
06	DENTON AVENUE SCHOOL	02	STORAGE CONTAINER
07	SEARINGTON SCHOOL	01	SEARINGTON SCHOOL
07	SEARINGTON SCHOOL	02	STORAGE CONTAINER