

North Tonawanda City School



New Fixed Asset Form

Inventory Tag #: _____ PO #: _____

Acquired Date (month/day/year): _____

Acquisition Method: ☐ Purchased ☐ Constructed ☐ Donation
☐ Entered ☐ IPA ☐ Leased ☐ Loaned
☐ Received ☐ Unknown ☐ Other: _____

Item/Description: _____

Fund: ☐ General ☐ Federal ☐ Unknown Budget Code: _____

Vendor: _____ Unit Cost: _____

Manufacturer: _____ Shipping Cost: _____

Model: _____ Total Cost: _____

Serial #: _____ Replacement Cost: _____

Site Name:

☐ GILMORE ☐ ADMIN ☐ SPRUCE ELEMENTARY
☐ INSTRUCTIONAL SUPPORT ☐ DRAKE ELEMENTARY ☐ HIGH SCHOOL
☐ OHIO ELEMENTARY ☐ MIDDLE SCHOOL ☐ INTERMEDIATE
☐ LEASE/PURCHASE ☐ TRANSPORTATION ☐ BUILDING & GROUND
☐ OTHER

Room #: _____ Employee: _____ Department: _____

Form Completed By: _____ Effective Date: _____

Return to business office when completed

North Tonawanda City School

