



CANTON PUBLIC SCHOOL DISTRICT

Office of Business and Finance

Tony Foster
Director
Tracy Lewis
Assistant Director

Asset Donation Reporting Form

Type of Donation

(Form A should be attached for purchases/donations)

Items(s) that were donated: _____

Date of Donation: _____ Date of Purchase: _____

Asset Donated By: _____

Explain how acquired: _____

SERIAL #: _____ Asset# _____ (Provided by FA Coordinator)

Description of Asset: _____

Estimated Cost \$ _____

Location of Asset

Location: _____

Bldg #: _____

Room #: _____

Donation Received By: _____

Date

Principal/Director Signature _____

Date

FIXED ASSET OFFICE USE ONLY

Added to Inventory: Yes _____ No _____

Asset #: _____

Entered by: _____ Date: _____

This form must be submitted to the Fixed Assets Office immediately after completion so that donations may be submitted to the board for acceptance and all applicable fixed asset records be updated.

“Perseverance Conquers All”

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