Moss Point School District

Fixed Asset Data Intake Form

Please complete all items in RED and return to Evelyn Butler, Fixed Asset Specialist by email or inter-district mail.

Purchase Date _____ **Report Date** _____

Item Bought _____ **Model No.** _____

Fixed Asset No. _____ **Serial No. PO** _____

PO No. _____ **P.O. Date** _____

Fund Account Number Item Expensed to _____

(Example: 2925-900-XXXX-XXX-737-XX)

Description _____

_____

Check Date _____ **Check Number** _____

Vendor _____ **Vendor No.** _____ **Cost Center** _____

Site/Department _____ **Item Cost** $ _____

Office/Classroom No. (Location) _____ **Date Entered Into Fixed Asset File** _____

Comments _____

_____

Was this item donated? _____ **Donation Source** _____

Signature _____ **Date** _____

_____ _____

Name (Printed or Typed) **Intake Clerk Name or Initials**

Approved – Property Officer: _____

Signature

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