

FIXED ASSET ACQUISITION/RELOCATION FORM

The following item will be/has been acquired or relocated. Please record the following to the Fixed Asset Records and/or the Grant Inventory list:

Date Acquired/Relocated [Circle one]:

Description (brand name/generic name):

Make:

Model:

Serial Number(s):

Quantity:

Source(s) of Funds [include cost allocation if multiple funding sources]:

Program Assignment*:

*[For Relocations - Please include program the item is being moved from along with the program it's moved to]

Location of Item(s)**:

**[For Relocations - Please include location the item is being moved from along with the location it's moved to]

Prepared by: _____ Date: _____

Submit completed form to Central Office attention Shari Harris

FIXED ASSET ACQUISITION/RELOCATION FORM

State Board Rule 2396 Equipment: Inventory, Maintenance

1. An inventory of equipment purchased with state and federal funds shall be up-dated and maintained at each school making such purchases. The inventory shall include at least the following: source of funds used, date of purchase, generic name, brand name, model, serial number, quantity, program assignment, and location.

2. Disposal of equipment When a school is disposing of equipment purchased with state or federal funds, it shall dispose of it in the following order of priority:

A. The equipment shall be moved to another state approved technical education program within the school and the inventory updated; or

B. The equipment shall be sold to other schools that operate state approved technical education programs and the inventory updated; or

C. The equipment shall be offered for sale on the open market and the Agency notified before the sale.

4. When equipment purchased with state funds as part of a construction project or with federal funds with a current value of \$ 5000 or more and it is sold, a school shall refund to the state or federal government the same percentage of the sale price as the percentage of the purchase price covered by state or federal funds.

Prepared by: _____

Date: _____

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