

City of Baker School Board
Acquisition of Capital Assets Form

Date Acquired: _____

Site: _____

Description of Asset

Asset Class
Equipment _____
Computer _____
Equipment for Lunchroom _____
Other: _____

Make: _____
Model: _____
Serial No: _____

Accounting Code
Fund: _____ Account Code: _____ Cost or Estimated Value _____

Where Equipment Will be Housed?
Building: _____ Room: _____

Submitted By: _____
(Signed)

Date: _____

Tag Assigned: _____
Date Issued: _____