



BROOKHAVEN SCHOOL DISTRICT

ASSIGNMENT OF NEW EQUIPMENT

Bar Code/Asset # _____ Method of Acquisition: ___ Purchase ___ Donation
(If donated, complete donated from, date donated and valued cost)

Donated From _____ Date Donated _____ Valued Cost _____

Location _____ Room # _____

Employee's Name _____

Detailed Description _____

Vendor _____ Manufacturer _____ Model # _____

Serial # _____ Condition of Asset _____ (new, used)

Purchase Order # _____ Purchase Order Date _____ Cost _____

Funding Code _____ - _____ - _____ - _____ - _____

Technology Department Signature: _____

Property Manager Signature: _____

This is to verify that I have received the equipment listed above and that I am personally and financially responsible if lost, damaged or stolen due to my negligence.

Employee Signature: _____ Date Received: _____

BUSINESS OFFICE USE ONLY

Check Date _____ Cost _____ Check Number _____

Major Classification _____ Minor Classification _____

Keyed in Computer by _____ Date _____