

ADD AN ASSET RECORD WORKSHEET

ASSET & BAR CODE

LOCATION _____

BUILDING _____

ROOM NUMBER _____ TEACHER'S NAME _____

CLASSIFICATION

731

(Computer Equipment)

735

(Furniture & Equipment)

GROUP 241

P O NUMBER _____ FUND CODE _____

DESCRIPTION _____

VENDOR NAME _____

DATE OF PURCHASE _____

PURCHASE AMOUNT _____

LIFE EXPECTANCY _____

MANUFACTURER _____

MODEL # _____ SERIAL # _____

VENDOR # _____
CHECK # _____
CLAIM # _____

COMPLETE AND FAX TO CENTRAL OFFICE