



Lynchburg-Clay Local Schools

Fixed Asset Inventory Additions

Please complete the following and return to the treasurer when the tagging is completed

<u>Purchased Equipment</u>	
Brand Name:	
Description:	
Vendor Name & Number:	
Room Number:	
Model Number:	Serial Number:
Tag Number:	
Tagger's Signature:	

<u>Donated Equipment</u>	
All donated Fixed Assets need to be accepted by the Lynchburg-Clay Board of Education so that these items can be added to the inventory.	
Description:	
Donor Name:	
Room Number:	Date Accepted:
Model Number:	Serial Number:
Tag Number:	Est. Fair Market Value:
Tagger's Signature:	

<u>Office Use</u>	
Life Expectancy:	Invoice Number:
P.O. No:	Check No:
Fund:	Function:
Price:	Item Number:
Treasurer's Signature:	