

SCOTLAND COUNTY SCHOOLS Fixed Asset Inventory of Property

School _____ Prepared By _____ Date _____

New (Purchased or Donated)

Transfer of Property From

Request for discarding of Property Issued By _____ Received By _____

Missing or Stolen Property* Date Disappeared _____ Circumstances _____
*(Copy to Sheriff's Dept.)

Acquisition Method	
1.	Purchase
2.	Lease
3.	Construction
4.	Donation
5.	Federal Grant

Picked Up & Transported By: _____

Asset Control Number	Brand Name & Description of Item	Qty	Cost Per Item	Serial Number	Date Purch.	<i>This section to be Completed By Central Office</i>	
						Fund #	Acquisition Method

Submit to Fixed Asset Coordinator