

GENERAL ASSET INFORMATION

Asset Number _____ (Will be assigned by the Director/Designee)

Asset Description _____

BE SPECIFIC

Purchase Order Number _____

Serial Number – Computer _____

Serial Number – Monitor _____

Serial Number – Other Asset _____

Warranty Information _____

(BE SPECIFIC OR ATTACH WARRANTY)

Location _____
(INCLUDE ROOM NUMBER AND/OR TEACHER ASSIGNED)

Vendor _____

Cost \$ _____

Date _____

**RETURN THIS FORM TO THE DIRECTOR’S OFFICE AS SOON AS POSSIBLE –
THIS FORM MUST BE ON FILE FOR EVERY NEW PIECE OF EQUIPMENT**

Signature: _____

Date: _____