

Item Category \_\_\_\_\_  
Location \_\_\_\_\_  
Condition \_\_\_\_\_  
Asset Class \_\_\_\_\_

**ROSS-PIKE ESD**  
**FIXED ASSET INVENTORY ADDITIONS**

**ITEM** \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING AND RETURN TO THE TREASURER WHEN TAGGING IS COMPLETED.**

Room Name & Number \_\_\_\_\_ Department \_\_\_\_\_  
Serial Number \_\_\_\_\_ Tag Number \_\_\_\_\_  
Tagger's Signature \_\_\_\_\_ Date \_\_\_\_\_

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- OFFICE USE -

Life Expectancy \_\_\_\_\_ Purchased Price \_\_\_\_\_ Vendor # \_\_\_\_\_  
PO # \_\_\_\_\_ CK# \_\_\_\_\_ Fund # \_\_\_\_\_ Function \_\_\_\_\_ SCC \_\_\_\_\_  
Treasurer's Signature \_\_\_\_\_ Date Added \_\_\_\_\_

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**DONATED EQUIPMENT**

All donated fixed assets need to be accepted by the Governing Board of the Ross-Pike ESD so that these items can be added to the inventory.

Name of Donor \_\_\_\_\_  
Item \_\_\_\_\_  
Serial Number \_\_\_\_\_ Department \_\_\_\_\_  
Room Number \_\_\_\_\_ Fair Market Value \_\_\_\_\_

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- OFFICE USE -

Life Expectancy \_\_\_\_\_ Tag Number \_\_\_\_\_  
Fund \_\_\_\_\_ Function \_\_\_\_\_ SPCC \_\_\_\_\_  
Treasurer's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Treasurer Maintains Original**