



Asset Form D

ASSET DONATION/OTHER ACQUISITIONS REPORTING FORM

TYPE OF ACQUISITION (Form A should be used for purchases.)

_____ **Donation** **Date of Donation:** _____

_____ **Other** **Date of Acquisition:** _____

ASSET DONATED BY: _____

IF OTHER ACQUISITION, EXPLAIN HOW ACQUIRED AND FROM WHOM: _____

SERIAL #: _____ **Asset # (provided by FA Office):** _____

DESCRIPTION OF ASSET: _____

ESTIMATED COST AT TIME OF DONATION: _____

LOCATION OF ASSET: **School/School #:** _____

Bldg #: _____

Room #: _____

_____ **Signature – Principal/Director** **Date** _____

CENTRAL OFFICE USE ONLY

Added to Inventory: _____ **Yes** _____ **No**

Posted by: _____ **Date** _____

This form must be submitted to the Fixed Assets Office immediately after completion so that donations may be submitted to the board for acceptance and all applicable fixed asset records be updated.