

**GIBSONBURG EXEMPTED VILLAGE SCHOOL DISTRICT
FIXED ASSET ACTIVITY INVENTORY FORM**

THIS FORM MUST BE COMPLETED EVERY TIME INVENTORY IS CHANGED IN ANY ROOM

YOU MUST HAVE SUPERINTENDENT'S APPROVAL PRIOR TO DISPOSING INVENTORY

It is the responsibility of the person originating the change to complete the necessary paperwork.

TYPE OF TRANSACTION: **ADDITION** () **TRANSFER** () **DISPOSAL** ()

DESCRIPTION OF ITEM: _____

GIBSONBURG TAG# _____ QUANTITY _____

SERIAL or ISBN# _____ MODEL# _____

BRAND _____ ROOM# or LOCATION _____

Additional info needed on additions: Date acquired: _____

Purchase Price: _____

Purchase Order# _____

Additional info needed on transfers: Transferring to _____
(Room # or location)

Additional info needed on disposals: Superintendent Signature _____ Date _____

Method of disposal _____ (lost, junked, sold for
\$_____). If sold, deposit money with school office and attach
copy of receipt to this form.

Signature of Originator _____ Date _____

Signature of Originator's Supervisor _____ Date _____

Signature of Receiver _____ Date _____

**THIS COMPLETED FORM IS TO BE RETURNED TO THE TREASURER'S OFFICE
A.S.A.P. AFTER A CHANGE TAKES PLACE.**

Treasurer's Office Use Only

Tag# Assigned _____ Changes entered in inventory _____ by _____