

Fixed Asset Management

Teacher/Employee Name _____

Room # _____

School _____

Please use this form to record your classroom Fixed Asset Inventory. If you have any doubt about whether an item should be listed, please include it anyway.

Furniture should be listed as a group (i.e. desks, 25; chairs, 20) unless there is a barcode on a particular piece. When listing the serial numbers for computers, you must list the serial number of the CPU. It is imperative that you list the District Barcode as well as the serial number. Also, please note any equipment that does not have a barcode so that a new one may be assigned. Thank you for your assistance.

[illegible]