

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 15, 2012

REVISED:

622-AR-4. FIXED ASSET ADDITION FORM

Item Number: _____

Description: _____

Serial Number: _____ Unit Type: Each Lot Other _____

Quantity: _____ PO Number: _____ Vendor: _____

Building: _____ Floor: _____ Location/Room: _____

Department: Instructional Administrative Athletics Other _____

Purchased with Grant Funds: No Yes - _____

Property Class: _____ Category: _____ Depreciation Code: _____ Life: _____

Acquisition Date: ____/____/____ Replacement Date: ____/____/____

Disposal Date: ____/____/____ Maintenance Date: ____/____/____

Initial Cost: \$ _____ Replacement Cost: \$ _____

Comment: _____

TO BE COMPLETED BY BUSINESS OFFICE