

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 15, 2012

REVISED:

622-AR-5. FIXED ASSET CHANGE FORM

Item Number: _____

Description: _____

Serial Number: _____

Previous Location: Building: _____ Floor: _____ Room: _____

New Location: Building: _____ Floor: _____ Room: _____

Department Change F-From T-To

___Instructional ___Administrative ___Athletics ___Other - _____

Replacement Date: ___/___/___

Disposal Date: ___/___/___

Replacement Date: ___/___/___

Maintenance Cost: \$ _____