

**PROCEDURES FOR COMPLETING EQUIPMENT ASSET FORM (FOR
EQUIPMENT ADDITIONS, TRANSFERS, OR DISPOSALS)**

Equipment Asset Form

Our School District is required to maintain an up-to-date inventory of all District assets. In order to update our asset inventory records, it is necessary to complete Section A of the Equipment Asset Form for all purchases, gifts or donations of equipment valued at \$500 or more and return it to Nicole Susa in the Business Office.

Please use the same form to record any subsequent changes in the location of equipment and forward it to Ms. Susa so that the District's inventory can be updated throughout the school year.

You must also use this form to notify us of any equipment you would like to dispose of. No equipment can be disposed of without Board approval.

BRIARCLIFF MANOR U.F.S.D.

EQUIPMENT - ASSET FORM

This form must be used for the Addition (including gifts & donations), Transfer or Disposal of Equipment. Fill out the section that pertains to the item.

Form Submitted By:

Submittal Date:

A. NEW EQUIPMENT (Purchase, Gift or Donation):

Acquisition Date: _____ Purchase Order# _____

Gift or Donation from: _____ Board Acceptance: _____

Location of Equipment: _____ Budget Code: _____

Vendor Name: _____

Asset Description: _____

Model # _____ Serial # _____

Manufacturer: _____

Warranty End ____ / ____ / ____

B. TRANSFER OF EQUIPMENT

Transfer from: _____ Transfer to: _____

Date: _____ Authorized by: _____

C. DISPOSAL OF EQUIPMENT
(No equipment may be disposed of without Board approval.)

Board Resolution Date: _____ Disposal Date: _____

Equipment Description and Asset Tag # _____

Reason for Disposal: _____

-----Office Use Only-----

Asset Tag# _____ Tag Affixed to Equipment _____

_____ Entered into System (Maximus)

06-07 FYE