



East Tallahatchie School District

Fixed Asset Maintenance / Repair Request

FIXED ASSETS

2026-2027 | Raymond Russell, Superintendent
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Maintain chain of custody while the asset is away. An unrepairable asset cannot be discarded or removed from inventory until a separate disposal request is Board-approved.

ASSET AND PROBLEM

Request date

School / department

Responsible employee / room

Asset tag / serial number

Asset description / funding / federal status

Problem description / error messages / troubleshooting

☐ District repair

☐ Vendor repair

☐ Warranty

☐ Diagnosis

☐ Other

RELEASE AND SERVICE TRACKING

Released by / date / time

Received for service by / date / time

Vendor / work order

Estimated / authorized cost

Loaner asset tag

Work performed / parts / findings

RETURN OR DISPOSAL REFERRAL

☐ Repaired/returned

☐ Returned unrepared

☐ Warranty replacement

☐ Disposal request

Return date / condition / received by

Property Manager review / disposal reference

Receiving employee signature / date

Replacement asset tag