

BENTON COUNTY SCHOOL DISTRICT
NEW ITEM ACQUISITION FORM

This form must be completed and submitted to the Fixed Assets Manager immediately after purchase so that the purchased asset inventory may be updated.

Location of Asset: _____ **School/Department:** _____
Building: _____
Room: _____

PO #	
PO Date	
Asset Cost	
Asset Description	
Vendor	
Manufacturer	
Model #	
Serial #	
Date received	

Signature – Principal/Director _____
Date

FIXED ASSET MANAGER USE ONLY:

Asset # assigned _____

Date Added to Inventory: _____

Added by: _____ (person) Date: _____