



East Tallahatchie School District

Asset Donation / Other Acquisition Report

FIXED ASSETS

2026-2027 | Raymond Russell, Superintendent
411 East Chestnut Street, Charleston, MS 38921 | 662-647-5524 | Fax 662-647-3720 | www.etsd.k12.ms.us

Report immediately. Donated property is recorded at supported fair market value at acquisition. Resolve Board acceptance and funding/program restrictions before placing the item in service when required.

ACQUISITION

☐ Donation ☐ Grant/in-kind ☐ Surplus ☐ Public-entity transfer ☐ Other

Received by

Donor / source name and contact

How acquired / purpose

Restrictions / intended program

ASSET DETAILS AND VALUATION

Description / brand / model

Serial number

Proposed school / building / room

Responsible custodian

Estimated fair market value

Valuation date / method / documentation

Funding / federal program

Warranty / accessories

ACCEPTANCE AND POSTING

Principal / director recommendation / date

Program / federal compliance review / date

Superintendent recommendation / date

Board acceptance / minute reference

District Property Manager asset tag

Inventory posting date / reference

Attach donor/grant/transfer documents, valuation support, title/registration, warranty information, and School Board minutes when required.