

East Tallahatchie School District

Raymond Russel, Superintendent
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ASSET DONATION/OTHER ACQUISITIONS REPORTING FORM

TYPE OF ACQUISITION

_____ Donation Date of Donation: _____

_____ Other Date of Acquisition: _____

ASSET DONATED BY: _____

IF OTHER ACQUISITION, EXPLAIN HOW ACQUIRED AND FROM WHOM:

SERIAL #: _____ Asset #: _____

DESCRIPTION OF ASSET:

ESTIMATED COST AT TIME OF DONATION: _____

LOCATION OF ASSET: School/School #: _____

Bldg #: _____

Room #: _____

Signature – Principal/Director

Date

CENTRAL OFFICE USE ONLY

Added to Inventory: _____ Yes _____ No

Posted by: _____ Date _____

This form must be submitted to the Fixed Assets Office immediately after completion so that donations may be submitted to the board for acceptance and all applicable fixed asset records be updated.