

**FIXED ASSET INVENTORY**

**WINN PARISH SCHOOL BOARD**

Furniture/Equipment (Cost of \$1000 or more)

1. Location Site \_\_\_\_\_ Building \_\_\_\_\_ Room \_\_\_\_\_

2. Description: \_\_\_\_\_

3. Class/Sub Class: \_\_\_\_\_

4. Serial Number: \_\_\_\_\_

5. Make/Manufacturer: \_\_\_\_\_

6. Model Number: \_\_\_\_\_

7. Assigned to: \_\_\_\_\_

8. Acquisition Date: \_\_\_\_\_

9. Acquisition Cost: \_\_\_\_\_ **(attach invoice)**

10. Funding Source: \_\_\_\_\_

11. P.O. Number: \_\_\_\_\_ 12. User Defined Code: \_\_\_\_\_

13. Vendor Number: \_\_\_\_\_ 14. Vendor Name: \_\_\_\_\_

15. Invoice Number: \_\_\_\_\_ 16. Invoice Date: \_\_\_\_\_

**FA Tag Number:** \_\_\_\_\_ **Tag Sent to:** \_\_\_\_\_  
(name/asset location/date)

Data entered:

By: \_\_\_\_\_ Tagged By: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_