

BOX ELDER SCHOOL DISTRICT
Fixed Asset Change Form

Use this form to record moves, sales, disposal, or changes to Fixed Asset Equipment.
Fixed Assets are defined as all property or equipment over \$1000 in original value.

Room # _____

Asset # _____

Item Description _____

Model # _____

Serial # _____

Moved _____

If so where _____

Request to sell or

Dispose _____

If so how _____

Sold _____

By who _____

Other Equipment Information

Condition _____

Age _____

Teacher Signature _____

Principal Signature _____

Fixed Asset Clerk _____