

**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 \_\_\_\_\_