

FIXED ASSET INVENTORY

Tagged and Non-Tagged Capital Outlay Disposition Form

WHITEHOUSE INDEPENDENT SCHOOL DISTRICT

Tagged Items

| | | | | |
|-------------|----------|------------------|-------------|--------------|
| Date | | Current Location | Room | Class Code |
| | | | | |
| Description | | | White Tag # | Manufacturer |
| | | | | |
| Model # | Serial # | Acquired Date | Unit Cost | |
| | | | | |

Technology Use Only

| | | | |
|--|-------------------|-----------------------------|------------------|
| Computer Name: _____ | | Staff _____ | or Student _____ |
| Does it have: | | | |
| Groupwise _____ | Deep Freeze _____ | Static IP 10.____.____.____ | |
| Does this computer connect to the network: | | YES | or NO |
| Printers: _____ | Software: _____ | | |
| _____ | _____ | | |
| _____ | _____ | | |
| _____ | _____ | | |
| Computer Installer: _____ | | | |

WARRANTY REPLACEMENT

ID Tag Number _____ New Serial Number _____
 Old Serial Number _____

TRANSFER

ID Tag Number _____ Description _____
 From: Campus _____ Room _____
 TO: Campus _____ Room _____

DISPOSITION

ID Tag Number _____ Description _____
 Disposition Action: ___ 10 Junked ___ 50 Stolen
 ___ 20 Sold ___ 60 Damaged
 ___ 30 Parts ___ 70 Other
 ___ 40 Vandalized

PRINCIPAL'S SIGNATURE _____

TECHNOLOGY SIGNATURE _____