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COLUMBUS CITY SCHOOLS FIXED ASSET INVENTORY CONTROL FORM

Asset Information (Complete this section for disposals or transfers.)

Tag # _____ Serial # _____ Model # _____

Description _____

Administrator's Signature _____

Disposal Section

Reason for Disposal: Broken Obsolete Trade-In* Stolen^

Other (Please list) _____ Date Disposed ____/____/____

Method of Disposal: Delivery Services Other _____

*Attach a copy of the invoice or other documentation from the vendor showing evidence of the trade-in.

^Attach either a *Report of Breaking, Entering, Theft or Vandalism* OR a copy of the police report OR list the police report number.

Transfer Section

Transferred to: Building _____ Room # _____

Date Transferred: ____/____/____

Return original form plus any attachments to **Columbus Education Center, Attn: Fixed Assets**.
Contact the fixed assets accounting manager at 365-8047 if you have any questions.

Purpose of Form

Use this form to report fixed asset disposals and transfer if you have not previously reported such changes by means of the *CCS Delivery Services Work Request & Inventory Control Form*. The *Delivery Services* form is the primary way to report disposals and transfers. School employees are not to discard any assets on their own; Delivery Services will pickup items you want disposed of.

However, you may use this form to report fixed asset disposals and transfers if you suspect the fixed asset was stolen; the fixed asset was traded in; the fixed asset was moved to another district site by an entity other than Delivery Services; or you did not complete, for whatever reason, a *CCS Delivery Services Work Request & Inventory Control Form* for equipment which has already been disposed or transferred.

A fixed asset is defined as:

- Equipment with a per-item original cost of \$5,000 or more and a useful life of more than one year **AND**
- Mobile audio-visual equipment, computers, servers, laptops, printers, and document scanners with per-item original costs of \$500 or more.