



Chesterfield County School District

Fixed Asset Form

Form should be used to record the acquisition of assets that exceed \$5,000, including taxes and other charges. This form should also be used to record a group of assets that, when assembled or connected, create a unit that exceeds \$5,000 in aggregate, even though individual components may cost less. If applicable, list each component identification number and component cost.

All information is required with the exception of some construction projects where a Model Number, Manufacturer, and Serial Number may not be applicable.

You should provide backup documentation copies with this form that may include, but is not limited to: Invoice, Purchase Order/Requisition, Contractual or Pricing Agreement for project or product, and Estimates/Quotes. Submit to the business office once asset is placed in service.

Asset Description: _____

Model Number(s): _____

Serial Number(s): _____

Manufacturer(s): _____

School/Facility: _____ Quantity: _____

Location of Asset: _____
(Building, Department, Room, etc.)

Cost: _____ Date in service: _____
(By individual component if applicable or total of one asset)

Vendor: _____ Form completed by: _____

CCSD Employee receiving asset or signing off on installation: _____

EXISTING EQUIPMENT: If new asset is replacing existing equipment, or if existing equipment will be transferred, please provide the following when possible.

Existing asset description: _____

Model Number(s): _____ Serial Number(s): _____

Disposal / Transfer and Date: _____
(Select One)

Business Office Use

Asset Number/Code Assigned: _____