

LENAWEE INTERMEDIATE SCHOOL DISTRICT  
Fixed Asset Form  
Acquisition / Relocation / Disposal

A Fixed Asset is a single item costing \$5,000.00 or more, including freight and installation costs. A separate form is required for each Fixed Asset.

**DIRECTIONS:** Complete the Fixed Asset Information section. Also complete the pertinent Acquisition, Relocation or Disposal Information section. Obtain the required signatures and send completed form to the LISD Business Office, attention Accounts Receivable/Employee Benefits Coordinator.

**Fixed Asset Information**

LISD property tag # \_\_\_\_\_ Description \_\_\_\_\_  
Location \_\_\_\_\_ Building \_\_\_\_\_ Room # \_\_\_\_\_  
Serial # / VIN \_\_\_\_\_ Make \_\_\_\_\_ Model # \_\_\_\_\_

**Fixed Asset Acquisition Information**

Date acquired \_\_\_\_\_ P.O.# \_\_\_\_\_ Vendor name \_\_\_\_\_  
Invoiced cost (including freight & installation) \$ \_\_\_\_\_ Account code # \_\_\_\_\_  
Federal grant funded \_\_\_\_\_ Y \_\_\_\_\_ N Federal grant name \_\_\_\_\_  
Amount of Fixed Asset cost funded by federal grant \$ \_\_\_\_\_

**Fixed Asset Relocation Information**

New location \_\_\_\_\_ Building \_\_\_\_\_ Room # \_\_\_\_\_

**NOTE:** If being relocated to storage, a storage label must be completed and attached to the Fixed Asset. Business Office staff will complete and submit a Facilities/Maintenance Work Request Form to arrange for physical relocation.

**Fixed Asset Disposal Information**

\_\_\_\_\_ Discard (reason) \_\_\_\_\_

\_\_\_\_\_ Retains usable value / Suggest attempts be made to recover fair market value per LISD "Fixed Asset Acquisition/Relocation/Disposal Procedures".

**NOTE:** Business Office staff will complete and submit a Facilities/Maintenance Work Request Form to arrange for physical disposal.

**Signatures (required to authorize any of the above actions)**

Preparer's signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor's signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\* Business Office Use Only \*\*\*\*\*

Disposal authorization:  
Assistant Superintendent signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent / Designee signature \_\_\_\_\_ Date \_\_\_\_\_

Net Book Value \$ \_\_\_\_\_ Proceeds from sale of Fixed Asset \$ \_\_\_\_\_

Facilities/Maintenance Work Request # \_\_\_\_\_ Submitted by: \_\_\_\_\_ Date \_\_\_\_\_

FAS Asset # \_\_\_\_\_ Entered into FAS by: \_\_\_\_\_ Date \_\_\_\_\_