Monroe City School District
Lost / Stolen / Vandalized Fixed Assets Report

School Name: _____ Date: _____

Fixed Assets Use Only

Date Processed: _____

By: _____

Asset No.	Description	Manufacturer	Year Of Acquisition	Serial Number	(L)ost * (S)tolen or * (V)andalized?	Original Purchase Price	Estimated Disposal Value
					Totals		

Principal	Executive Director	Purchasing Manager	Chief Financial Officer
Date	Date	Date	Date

* A Police Report should accompany any equipment on the fixed asset list suspected of being stolen or vanalized. If one is not available, please attached an explanation.

lostform.08

FIXEDASSET.FRM