

MONROE CITY SCHOOLS
Monroe, Louisiana

PROPERTY/ASSET ADDITION FORM

This form is used to request a tag number for an individual asset (property) and to add the asset (property) into fixed assets system (Asset Tech).

Assets purchased using a Requisition Form through a school board Purchase Order will automatically be assigned a Tag Number and sent to the school to be affixed to the property.

Assets purchased through student activity funds must be reported on the Property Addition Form. Tag number(s) will be assigned to those assets and returned to the school for the tag to be affixed to the property.

Items that need to be added to the Property/Asset Addition form are:

- (1) Items that cost \$5,000.00 or more.
- (2) Regardless of the cost of the following items these are always added:
Televisions, VCRs, digital cameras, video cameras, printers and computers.

SITE: _____ ROOM/BLDG: _____

TAG # Assigned _____ Serial # _____

Description _____

Make _____ Model _____ Color _____

Assigned to _____ Room # _____

Tag Location _____ Instructional _____ Non-instructional _____ General Fund _____ Grant _____

School Fund _____ Title I _____ Special Services _____ GL Code _____

PO# _____ INVOICE # _____ AMOUNT _____

VENDOR _____ DATE IN SERVICE _____

SITE COORDINATOR _____

Send this form to Litta Goins in the Purchasing Department. When Tag Number is assigned, tag will be forwarded to the site with tag.