Brownsville Independent School District

Filemón B. Vela Middle School

Fixed Assets in the Classroom/Office/Library

(Please return to the School TST)

2018-2019

Please Type:

Date: Teachers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room#: Grade: ­­­­­­

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| **#** | **Asset #**  This # starts with or White Tag  000\_ \_ \_ \_ \_ \_ | **Serial #**  Dell Service Tag is Serial # | **Model/Brand**  HP, Dell, or Epson | **Description**  i.e. Projector, Elmo, Radio, Monitor, CPU, Printer, Laptop, Smartboard, Mobile Interactive Board, Threadmill, Laminator etc. | **Code** |
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(For more listings continue on the back)

The school district has issued the items listed above to me. I understand that I am responsible for the safekeeping of the

equipment . I also understand that I will bear the financial burden of replacing the item(s) if damaged, stolen or lost (as Per Policy CFB). I will assist the district in the event of an audit by providing the information requested and/or by returning the equipment to district.

**Explanation Codes**

**O…………… Obsolete** (Requires Computer Services Work Order Form)

**S ……………Stolen** (Requires copy of Police Report)

**L……………Lost** (Requires documentation)

**D……………Damaged** (Must be reported to TST)

**T……………Trade-In/Replacement under warranty**

**ITE…………Intra-Equipment Transfer** (Requires ITE Form)

Employee’s Information:

Print Name: Title:

Home Address:

Phone/Cell #: Other: ( )

Approving Administrator: Signature: Date:

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