



Tate County School District

Asset Donation/Other Acquisitions Reporting Form

TYPE OF ACQUISITION

Donation Date of Donation: _____

Other Date of Acquisition: _____

Asset Donated By: _____

If other acquisition, explain how acquired and from whom:

Serial #: _____

Asset # (provided by Business Office): _____

Description of Asset: _____

Estimated cost at time of donation: _____

Location of Asset:

School / School #: _____

Building #: _____

Room #: _____

Signature – Principal / Director

Date

CENTRAL OFFICE USE ONLY

Added to Inventory: Yes No

Posted by: _____

This form must be submitted to the Business Office immediately after completion so that donations may be submitted to the board for acceptance and all applicable fixed asset records be updated.