

# FIXED ASSETS

(Inventory)

1. A complete inventory of Fixed Assets for each school will be sent out in November.
2. Transfers and deletions should be recorded on this list.
3. The district office will track new equipment over \$500.00 in value that is purchased during the year.
4. In May, a list of all new equipment purchased during the year will be sent to the school for assignment of serial number and location (room number.)
5. The district office will record all new equipment on your inventory and assign each item an asset number. The asset number assigned will never change.
6. The asset number is eight (8) digits. The first two digits represent the year the item was acquired. The next three digits represent the acquiring location. The district assigns the last three digits.
7. Your updated inventory along with a list of new equipment and the assigned asset number will be sent to you before the fall. It is **very** important that these asset numbers are written on the new equipment with permanent marker. The asset number is essential to proper tracking.