Jordan School District

Lost/Stolen/Vandalized Fixed Assets Report

Fixed Assets Use Only

Date Processed: _____

By: _____

School Name: _____ Date: _____

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

_____ Principal _____ Date	_____ Executive Director _____ Date	_____ Director of Purchasing _____ Date	_____ Deputy Superintendent, Business _____ Date

* A Vandalism and Burglary Report should accompany any equipment on the fixed asset list suspected of being stolen or vandalized. If one is not available, please attach an explanation.

Revised 03/04