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