

Jordan School District  
**Lost/Stolen/Vandalized Fixed Assets Report**

**Fixed Assets Use Only**

Date Processed: \_\_\_\_\_

By: \_\_\_\_\_

School/Department : \_\_\_\_\_

Date: \_\_\_\_\_

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

_____ Principal / Director	_____ Administrator of Schools	_____ Director of Purchasing	_____ Business Administrator
_____ 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.