

Jordan School District
Fixed Assets Annual Inventory Acknowledgment

This form should be completed by a secondary school's Fixed Assets Aide. If you are an elementary school or department, please submit your full inventory report to the Fixed Assets Department.

Fixed Assets Department | purchasing.jordandistrict.org | 801-567-8717 | 801-567-8719

Site #: _____ School: _____

School Fixed Assets Aide name: _____ Date: _____

Y N We have completed inventory for the current year.

Y N We will keep a digital copy of this year's inventory for 3 years.

Y N The principal has reviewed a digital copy of this year's inventory.

Y N We have completed a Lost/Stolen/Vandalized Form if necessary.

Please sign and send this form to the next individual. A pink copy will be sent to the school once received by Fixed Assets.

1. _____
School Fixed Assets Aide Date

2. _____
Principal Date

3. _____
Administrator of Schools Date

4. _____
Fixed Assets Department Date