

Croton-Harmon School District

10 Gerstein Street

Croton-on-Hudson, NY 10520

FIXED ASSET ADDITION FORM

Instructions: Enter information related to a fixed asset addition or acquisition in the table below. If you are missing information leave the cell blank. We have asset tags in the Business Office and will get you the necessary number of tags. Please submit this form to the Business Office for any asset over \$100 as we need to add these to inventory.

ASSET Information	
<i>Asset Tag#</i>	
<i>Bldg</i>	
<i>Room</i>	
<i>Dept</i>	
<i>Asset Description</i>	
<i>Manufacturer</i>	
<i>Model Number</i>	
<i>Serial Number</i>	
<i>Budget Code</i>	
<i>Purchase Order Number</i>	
<i>* Acquisition Date</i>	
<i>Comments</i>	

* Business Office use only

Authorizations/ Signatures

1) _____
.. Form Completed by Date

2) _____
Asset Labeled by Date