

NORTH FORK LOCAL SCHOOL DISTRICT
ASSET DONATION/OTHER ACQUISITIONS REPORTING FORM

TYPE OF ACQUISITION

_____ Donation
_____ Other

Date of Donation: _____
Date of Acquisition: _____

ASSET DONATED BY: _____

IF OTHER ACQUISITION, EXPLAIN HOW ACQUIRED AND FROM WHOM: _____

SERIAL #: _____

Asset #: _____

DESCRIPTION OF ASSET: _____

ESTIMATED COST AT TIME OF DONATION: _____

LOCATION OF ASSET: School: _____

Room #: _____

Signature – Principal/Administrator

Date

TREASURER OFFICE USE ONLY

Added to Inventory: _____ Yes _____ No

Posted by: _____

Date _____

This form must be submitted to the Treasurer Office immediately after completion so that donations may be submitted to the board for acceptance and all applicable fixed asset records be updated.