

# RED RIVER PARISH SCHOOL BOARD

## FIXED ASSET INVENTORY RECORD

**Note:** This record should be completed when a tangible asset is acquired which (1) has a useful life of more than one year, and (2) has a value of \$300.00 or more.

**Property Types:** Equipment, Building, Land, Vehicle

<b>Property Type:</b>		<b>Inventory Tag No.:</b>	
<b>Location:</b>		<b>Room Number:</b>	
<b>Description:</b>			
<b>Serial Number:</b>		<b>Acquired Cost:</b>	
<b>Model Number:</b>		<b>Funding Source:</b>	
<b>Date Acquired:</b>		<b>PO Number:</b>	

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<b>Location:</b>		<b>Room Number:</b>	
<b>Description:</b>			
<b>Serial Number:</b>		<b>Acquired Cost:</b>	
<b>Model Number:</b>		<b>Funding Source:</b>	
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