



Instructions

Use one form for each item. Complete only the section that applies to the property change.

ADD NEW PROPERTY

Tag # _____	Post Period _____
Description _____	Amount _____
PO # _____	Check # _____
Location _____	Vendor _____
Serial # _____	Class-Subclass _____
Make _____	Salvage Value _____
Model _____	Fund Source _____
Assigned To _____	Expense Acct _____
Notes _____	Deprec. Alloc. _____
	C/O Init./Date _____
Purch Date _____	

DISPOSE OF PROPERTY

Tag # _____
Description _____
Date of Disposal _____
Type of Disposal
<input type="checkbox"/> Discard <input type="checkbox"/> Sold
<input type="checkbox"/> Stolen <input type="checkbox"/> Traded-In
Value Received _____
Disposed To _____
Comments _____
Princ. Sign./Date _____
C/O Init./Date _____

PROPERTY LOCATION CHANGES

Tag # _____
Description _____
Old Location _____
New Location _____
Princ. Sign./Date _____
C/O Init./Date _____

RE-TAG PROPERTY

Old Tag # _____
New Tag # _____
C/O Init./Date _____

ASSET VALUE

Asset Value _____

Office / Inventory Use

Review, post, and retain according to district property inventory procedures.