

**FIXED ASSET FORM**  
**TANGIPAHOA PARISH SCHOOL SYSTEM**  
**PROPERTY ACCOUNTING SYSTEM**  
**CHANGE IN LOCATION OF INVENTORY (PERMANENT)**

SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_ PRINCIPAL'S SIGNATURE \_\_\_\_\_

TAG# \_\_\_\_\_ DESCRIPTION OF PROPERTY \_\_\_\_\_

SCHOOL	TO: _____	BUILDING #	TO: _____	ROOM #	TO: _____
	FROM: _____		FROM: _____		FROM: _____

**INSTRUCTIONS:**

1. Copy form for your records
2. Return completed form to Fixed Assets Controller in Central Office.
3. PLEASE NOTE: It is the responsibility of the school FROM where the asset is moved, to complete the Change in Location form

**FIXED ASSET FORM  
TANGIPAHOA PARISH SCHOOL SYSTEM  
PROPERTY ACCOUNTING SYSTEM  
ORIGINAL ITEM ENTRY**

SCHOOL \_\_\_\_\_

TAG # \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

VENDOR NAME \_\_\_\_\_

MANUFACTURER \_\_\_\_\_ MODEL # \_\_\_\_\_ SERIAL # \_\_\_\_\_

PURCHASE ORDER # \_\_\_\_\_ CHECK # \_\_\_\_\_

UNIT COST \_\_\_\_\_ DATE ACQUIRED \_\_\_\_\_

BUILDING # \_\_\_\_\_

ROOM # \_\_\_\_\_

**INSTRUCTIONS:**

Complete this form if item purchased is \$5,000 or more and purchased with your school funds or donated to your school.

Make copy to keep for your records.

Return to Fixed Assets Controller in Central Office.

**FIXED ASSET FORM**  
**TANGIPAHOA PARISH SCHOOL SYSTEM**  
**PROPERTY ACCOUNTING SYSTEM**  
**DELETION OF INVENTORY**

\_\_\_\_\_ DATE \_\_\_\_\_ PRINCIPAL'S SIGNATURE \_\_\_\_\_  
SCHOOL \_\_\_\_\_

TAG # \_\_\_\_\_ DESCRIPTION OF PROPERTY \_\_\_\_\_

BUILDING # \_\_\_\_\_ ROOM # \_\_\_\_\_

DESCRIPTION OF HOW DELETED (SOLD, STOLEN, JUNKED, ETC.): \_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTIONS:**

1. Form should be completed for each inventory item permanently removed from School System premises.  
(Attach the actual Fixed Asset Tag for item junked or picked up for auction; Attach police report for stolen items.)
2. Copy form for your records.
3. Return completed form to Fixed Assets Controller in Central Office