



# FIXED ASSET INVENTORY

## “Purchases & In-Kind Donations”

Dept.: \_\_\_\_\_ Dept. # \_\_\_\_\_ Month/Year: \_\_\_\_\_

**In-Kind Donation**  
**Accounts to record via Journal Entry**  
 (Attach the In-kind Gift Donations & Receipt form)

Donor(s) Name: \_\_\_\_\_  
 Expense Acct: \_\_\_\_\_  
 Revenue Acct: \_\_\_\_\_

**Purchases/Additions**

Vendor Name: \_\_\_\_\_  
 PO Number: \_\_\_\_\_  
 Acct. Number(s): \_\_\_\_\_

<u>Object</u>	
6205	Technology Equip - \$0- \$999.99 Non-Depreciable – items <u>will be inventoried</u>
6251	Technology Equip - \$1,000 - \$4,999 Non-Depreciable – items <u>will be inventoried</u>
6260	Instructional Equip - \$1,000 - \$4,999 Non-Depreciable – items <u>will be inventoried</u>
6270	Non-instructional Equip - \$1,000 - \$4,999 Non-Depreciable – items <u>will be inventoried</u>
6290	Miscellaneous Equip - \$1,000 - \$4,999

<u>Object</u>	
8410	Instructional Equip - \$4,999.99 & greater Depreciable – items <u>will be inventoried</u>
8420	Non-Instructional Equip - \$4,999.99 & greater Depreciable – items <u>will be inventoried</u>
8460	Instructional Equip - \$4,999.99 & greater Depreciable – items <u>will be inventoried</u>
8610	Instructional Equip - \$4,999.99 & greater Depreciable – items <u>will be inventoried</u>

Inventory Tag #	Description & Model #	Serial # or VIN	QTY	Unit Cost or Est. Value	Bldg. & Room #
				\$	

**TOTALS:** \_\_\_\_\_ \$ \_\_\_\_\_

VP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I verify, items have been installed, in working condition, and inventory tag adhered.**

**Please complete form and return to the Business Office – Thank You.**