



**DENTON INDEPENDENT SCHOOL DISTRICT**  
**Division of Administrative Services**

**FIXED ASSETS**  
**ADD/DELETE FORM**

*This form is to be completed and sent to the Business Office when you are changing the status of one or more items on your Fixed Assets listing.*

Campus: \_\_\_\_\_ Item(s) Location: \_\_\_\_\_ Date: \_\_\_\_\_

Tag# \_\_\_\_\_ Serial/Service Tag# \_\_\_\_\_ Description: \_\_\_\_\_

Tag# \_\_\_\_\_ Serial/Service Tag# \_\_\_\_\_ Description: \_\_\_\_\_

Tag# \_\_\_\_\_ Serial/Service Tag# \_\_\_\_\_ Description: \_\_\_\_\_

Tag# \_\_\_\_\_ Serial/Service Tag# \_\_\_\_\_ Description: \_\_\_\_\_

For untagged (Lotted) furniture, give quantity \_\_\_\_\_, and describe \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Check appropriate reason(s)**

**ADD**

☐ Gift (attach documentation)

☐ Location change from: \_\_\_\_\_

**DELETE**

☐ Burglary

☐ Location change to: \_\_\_\_\_

☐ Trade-in

☐ To be sent to warehouse as surplus/scrap:

☐ Other (explain) \_\_\_\_\_

Does the item(s) work? ☐ Yes ☐ No

\_\_\_\_\_

\_\_\_\_\_

Was the item(s) purchased with federal dollars (i.e. grant)? ☐ Yes ☐ No

\_\_\_\_\_  
*Authorized Campus Signature*

**Business Office:** Changes have been made on Fixed Assets listing:

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

**Technology:** Changes have been made on Fixed Assets listing:

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

**Warehouse:** Item(s) removed from above location:

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