

READING COMMUNITY CITY SCHOOLS
EQUIPMENT ACQUISITION FORM

NOTE: When purchasing a capital asset with an initial cost of \$2,500 or more, please complete ALL information below and return to the Treasurer's Office. Also, please use this form when acquiring a fixed asset that had an initial cost of \$2,500 or more from another department (transfer). Please keep a copy for your records.

DATE ON PURCHASE ORDER: _____

PURCHASE ORDER NUMBER: _____

DATE ITEM RECEIVED: _____

SCHOOL DISTRICT TAG NO.: _____

DESCRIPTION: _____

MODEL NUMBER: _____

SERIAL NUMBER: _____

MANUFACTURER'S NAME: _____

BUILDING/ROOM NUMBER: _____

NUMBER OF ITEMS: _____

COST \$ _____ (Include trade-in price if applicable)

RETURN TO TREASURER'S OFFICE

ASSET LOCATED AND TAGGED

SIGNATURE: _____

DATE : _____