

**ST CLOUD AREA SCHOOL DISTRICT 742
ASSET INFORMATION FORM**

TRANSACTION TYPE

ACQUISITION

- Purchase
- Constructed
- Exchange/Trade
- Donation
- Other

TRANSFER

- To Surplus
- From Surplus
- Within District
- Return to Vendor

DISPOSAL

- Theft
- Lost
- Destroyed
- Traded
- Salvage
- Altered

Fixed Asset Tag # _____

Acquisition Date _____

Category Code _____

Location/Site # _____

Cost Center _____

Description _____

Manufacturer _____

Cost \$ _____

Purchase Order # _____

Voucher # _____

Invoice # _____

Serial # _____

Model # _____

Vendor _____

Trade-In/Salvage \$ _____

COST CENTER	
000	Admin (UFARS 000-099)
100	Business (UFARS100-199)
200	Reg Inst (UFARS 200-299)
300	Voc Inst (UFARS 300-399)
400	Sp Ed Inst (UFARS 400-499)
500	Comm Ed (UFARS 500-599)
600	Inst Support (UFARS 600-699)
700	Pupil Support(UFARS700-799)
800	Operations (UFARS 800-899)
900	Unallocated

CATEGORY CODE	
Admin Software Short Term	CSAdmin
Athletic Equipment	AthlEquip
Audio Visual	AudioVis
Building Construction-Interior	BldgConstr
Buses, other on-road vehicles	Vehicles
Business Machines	BusMach
Carpet Replacement	Carpet
Communication Equipment	CommEquip
Computer Hardware	CompHdw
Copy Machines	Copiers
Custodial Equipment	CustEquip
Electrical	Elec
Fire Systems/Sprinklers	Fire
Furniture & Accessories	Furniture
Grounds Equipment	Grounds
HVAC Systems	HVAC
Instruction Software Long Term	CSInstLT
Instruction Software Short Term	CSInst
Instructional Equipment	InstEquip
Kitchen Equipment	KitEquip
Land	Land
Large Equipment-Contractor	LargeEquip
Library Books	LibraryBks
Long Term Admin Software	CSAdmLT
Machine & Tools	Mach&Tool
Musical Instruments	MusicalInstr
Outdoor Equipment	Equip-Out
Plumbing	Plumbing
Portable Classroom	PortClass
Roofing	Roof
School Buildings	SchBldg
Science & Engineering Equip	Sci&Eng
Site Improvements	SiteImprov

- SEND COMPLETED FORM TO DISTRICT PURCHASING -