

GEORGE COUNTY SCHOOL DISTRICT ASSET DONATION/EEF PURCHASE REPORTING FORM

Type of acquisition:

_____ Donation Date of Donation: _____ Estimated Cost: \$ _____
(must attach estimate documentation)

Asset Donated by: _____

_____ *EEF purchase* Date Acquired: _____ Cost: \$ _____
(Must attach copy of receipt)

EEF Purchase From: _____

Equipment information:

Asset #: _____

| | | | | |
|---|-----|---------|--|--|
| Is this a student device? | Yes | No | | |
| Description of asset: | | | | |
| Serial # | | Model # | | |
| <i>If more than one asset, attach a list with all serial and model numbers.</i> | | | | |
| School Name: | | Room # | | |

Signature - Principal/Director

Date

Signature - Technology Director (if technology donation)

Date

FOR CENTRAL SERVICES USE ONLY

Superintendent's Approval _____

Board Approval _____
Date

Copy to School and Fixed Asset Clerk _____
Date

If this is for equipment that needs to be tagged, this form must be submitted to the Fixed Assets Office so that records can be updated. Donations must be submitted to the school board for acceptance.