



Wayne County School District

Preparing Tomorrow's Leaders Today



Superintendent of Education
Bobby Jones

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Tyrone Marshall

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Wilma Taylor, District 2
George Alsworth, District 3
Al Smith, District 4
Robert Dean, District 5

Board Attorney
Marcus Evans

<http://www.wayne.k12.ms.us>

FIXED ASSET DONATION / EEF / OTHER ACQUISITION FORM FA-D

DONATION* DATE OF DONATION: _____ EST. VALUE \$ _____

EEF PURCHASE DATE OF PURCHASE: _____ PURCHASE COST \$ _____

OTHER ACQ* DATE OF ACQUISITION: _____ EST. VALUE \$ _____

IF OTHER ACQUISITION, EXPLAIN HOW ACQUIRED AND FROM WHOM: _____

*THIS DONATION / OTHER ACQ HAS BEEN RECOMMENDED FOR BOARD APPROVAL BY:

BUILDING ADMIN / PRINCIPAL

TECHNOLOGY DEPARTMENT

DISTRICT PURCHASING / PROP. MANAGER

ASSET DESCRIPTION _____

BRAND _____

MODEL _____

SERIAL NUMBER _____

SCHOOL _____ WING / BLDG _____ ROOM: _____

SIGNATURE OF EMPLOYEE RECEIVING ASSET

DATE

SIGNATURE OF BUIDLING FIXED ASSET COORDINATOR

DATE

THIS FORM MUST BE COMPLETED AND COPY SENT TO DFAC WITHIN TWO (2) WORKING DAYS OF THE RECEIPT OF PROPERTY

THIS PART TO BE COMPLETED BY DISTRICT FIXED ASSET COORDINATOR (DFAC)

- ADD FIXED ASSET TO LEDGER, SCHOOL BOARD AGENDA FOR APPROVAL
- ASSET TAG NUMBER 8002 _____
- UPDATE MARATHON DATABASE
- PRINT/MAIL FORM FA-G, ROOM REPORT TO LOCATION'S BFAC
- AFFIX ASSET TAG TO FIXED ASSET AT LOCATION
- FILE COMPLETED FORM (COPY) BY LOCATION

DISTRIBUTION/FILING INSTRUCTIONS
1 – ORIGINAL – BFAC FILE
2 – COPY – DFAC

DFAC SIGNATURE _____ DATE COMPLETED _____