



# Wayne County School District

Preparing Tomorrow's Leaders Today



Superintendent of Education  
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Deputy Superintendent  
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Board Attorney  
Marcus Evans

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

## NEW ASSET PURCHASE REPORTING FORM FA-A

\_\_\_\_\_  
SCHOOL / LOCATION

EMPLOYEE \_\_\_\_\_ BUILDING / WING \_\_\_\_\_ ROOM \_\_\_\_\_

ASSET DESCRIPTION \_\_\_\_\_

BRAND \_\_\_\_\_

MODEL \_\_\_\_\_

SERIAL NUMBER \_\_\_\_\_

P.O. NUMBER \_\_\_\_\_ P.O. DATE \_\_\_\_\_

VENDOR \_\_\_\_\_

COST \_\_\_\_\_

FUND CODE \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF FINANCIAL SECRETARY  
(EMPLOYEE CREATING FORM FA-A)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF BUILDING FIXED ASSET COORDINATOR  
(BFAC)

\_\_\_\_\_  
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)**

- ASSET TAG NUMBER 8002 \_\_\_\_\_
- ACQUISITION DATE \_\_\_\_\_
- 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 – ATTACHED TO P.O.**  
**2 – COPY – BFAC FILE**  
**3 – COPY - DFAC**

DFAC SIGNATURE \_\_\_\_\_ DATE COMPLETED \_\_\_\_\_