

Tommy Branch
Superintendent of Education

Lynn Revette
Assistant Superintendent

Wayne County School District

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Waynesboro, MS 39367

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Amy Brown, District 1
Wilma Taylor, District 2
George Alsworth, District 3
Al Smith, District 4
Dorcus Reynolds, District 5
Marcus Evans, Board Attorney

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 _____