

**Neshoba County School District  
Fixed Asset Form  
Donated Equipment**

<b>FIXED ASSET #</b>
<b>LOCATION AND ROOM NUMBER</b>
<b>DESCRIPTION OF EQUIPMENT</b>
<b>SERIAL NUMBER</b>
<b>DONATED BY</b>
<b>Total: \$</b>

(Receipt Must Be Attached)

***ANY DONATIONS OF EQUIPMENT NEED TO BE REPORTED TO THE CENTRAL OFFICE FOR BOARD APPROVAL.***

\_\_\_\_\_  
**PRINCIPAL/SUPERVISOR APPROVAL SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**RESPONSIBLE PERSON**

\_\_\_\_\_  
**DATE**

**BOARD APPROVAL DATE**

\_\_\_\_\_