

Boyd County School District
Asset Adjustments

Date: _____

FAI-3

| Asset # (Bar Code) | Action Code | Asset Description | Serial Number | From Location/ Room # | To Location /Room # | Disposal Code | Purchase Order Number |
|-----------------------|-------------|-------------------|---------------|--------------------------|------------------------|---------------|-----------------------|
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Action Codes:
A - Add
T - Transfer
R – Removal/Return *

Released By: _____
Administrator **Date**

Location: _____

Received By: _____
Administrator **Date**

Location: _____

• * Documentation to support removal from inventory must be attached, i.e. Police Report, credit invoice, etc.

White: Finance Department Pink: Receiving Location Yellow: Releasing Location

RETURN ENTIRE FORM TO FINANCE DEPARTMENT FOR PROCESSING (2002)