



Frederick County Public Schools

... to ensure all students an excellent education

Fixed Asset Update Form

NEW ADDITION:

Asset Description: _____
 VIN/Serial Number: _____ Model: _____
 Make: _____ Color: _____ Year: _____
 Quantity: _____ Value: \$ _____

Condition: New Excellent Fair Good Used/Poor

DISPOSAL:

Asset Description: _____
 Asset Number: _____
 VIN/Serial Number: _____ Model: _____
 Make: _____ Color: _____ Size: _____ Year: _____

Disposal Reason: Lost Stolen Sold Obsolete (out of service)
 Auction Transfer Out Retirement

ADJUSTMENTS:

Asset Description: _____
 Asset Number: _____
 VIN/Serial Number: _____ Model: _____
 Make: _____ Color: _____ Size: _____ Year: _____

Adjustment Reason: Condition Change Clerical Error Damaged
 Improved Transferred

LOCATION CODE: (circle one)

000 – Undesignated	212 – APR	329 – 4 th High School
102 – FCMS	214 – IHES	430 – NREP
103 – REAMS	217 – GMES	432 – Regional Jail
105 – JWMS	221 – OVES	434 – DJH
119 – Byrd	222 – EES	439 – Juvenile Detention Center
204 – Armel	223 – 12 th Elementary	913 – Facilities Services West
206 – MES	225 – RRES	915 – Transportation
207 – GES	301 – JWHS	916 – Facilities Services
210 – BHES	320 – SHS	933 – Old FCMS
211 – SES	328 – MHS	935 – Smithfield
950 – SBO		

Signature of person requesting change

Date

Account Manager Signature (approval)

Date