

Goodrich Independent School District Fixed Asset Inventory - Addition/Change/Removal Form

Name: _____ Location: Campus _____ Room # _____

Date: _____ Principal/Supervisor Approval: _____

Check one:

* Call or email Admin. Clerk to request **GISD tag(s)** for new inventory items.

Addition	Change of Location	Removal	Date <i>Acquired, Changed, or Removed</i>	Addition - <i>leave blank</i> Change - <i>list new location</i> Removal - <i>list method of disposal or explanation of loss</i>	* GISD Tag #	Qty.	Item Description	Cost	Serial # on All Equipment
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