

**MEDINA COUNTY SCHOOLS'
EQUIPMENT INVENTORY SYSTEM
ACQUISITION/DISPOSAL FORM**

ASSET ACQUISITION

A copy of the purchase order, invoice, and packing slip must be stapled to this form.

Department Acquiring Asset: _____

Medina County Schools' PO Number: _____

Invoice Number: _____

Medina County Schools' Tag Number: _____

Asset Description: _____

Asset Serial Number: _____

Signature:

Dept. Head: _____

Date: ___/___/___

ASSET DISPOSAL

Prior authorization of the Supervisor is required.

Department disposing of asset: _____

Medina County Schools' Tag Number : _____

Signature:

Dept. Head: _____

Date: ___/___/___

Supervisor: _____

Date: ___/___/___

Form Distribution:

Original	Treasurer's Office at time of acquisition
Copy 1	Treasurer's Office at time of disposal
Copy 2	Department Disposing of Asset
Copy 3	Department Acquiring Asset

NOTE: COPIES 1 AND 2 MUST ACCOMPANY ASSET IF IT IS TRANSFERRED TO ANOTHER LOCATION.