

## Jackson County School District

P. O. Box 217, Hwy 421, McKee, Kentucky 40447 (606) 287-7181

### FIXED ASSETS TRACKING RECORD

Building:			Location Code:		Date:			
Permanent/ Temporary Move	Reason for Move Code	Explanation of "Other" or "Surplus" Code	Item/ Manufacturer	Serial Number	Model	Barcode No.	Original Location Code/ Room No.	New Location Code/ Room No. or Vendor

Reason for Move Codes		Location Codes		<u>If temporary move, this section must be completed:</u> Date Picked Up:  Taken By:  Date Returned:  Received By Signature:
<u>Permanent Move Codes</u> RO - room to different room W - worksite to worksite S1- Surplus ( working) S2- Surplus (not working) O - other (explain above) ST - stolen/missing Return to vendor for: VE - exchange VCR - credit	<u>Temporary Move Codes</u> RE - repair O - other (explain above) Return to vendor for: VRE - repair  B - Damaged Barcode	020 - JCHS 025 - JCMS 180 - McKee 280 - Sand Gap 340 - Tyner 001 - C. O. 023 - Voc. 920 - Maintenance 901 - Bus Garage 951 - Adult Ed.	021 - Alternative 027 - Annville Christian 910 - Maintenance Stores/Warehouse 000 - Technology Stores/Warehouse 970 - Barnabas	

Site Administrator or Designee Signature \_\_\_\_\_