

St. Lucie Public Schools

"Fixed Assets" Not Purchased with District Funds

Tangible personal property purchased or acquired by donation, as defined in Chapter 274.02 of the Florida Statutes, and becomes the property of the District and is subject to procedures for property control.

School /Department Name _____ Date _____

School/Department Number _____ Skyward P.O. Number _____

Method of Acquisition

Donation (market value of \$1,000.00 or more) _____
Name of Donor _____

Address & Telephone Number of Donor _____

Item(s) being donated _____

Internal Accounts Purchase (cost of \$1,000.00 or more) _____
Vendor Name _____

Item(s) purchased _____

Item Description (include model number, serial number and room number where item is located):

Quantity _____ Unit Cost/Value _____ Total Cost _____

Check # _____ Date Paid _____

If a vehicle: VIN # _____ Model# _____

Year of vehicle: _____ Title # _____

Is the vehicle drivable? _____
Yes No \$ Value of Vehicle _____

Received By Signature _____ Date _____

Principal / Dept. Head's Signature _____ Date _____

*For items purchased from internal accounts, please include a copy of the purchase order/check requisition and of the invoice.

* For donated items, please include a copy of Donation Thank you Letter.

Distribution:

Original Property Control Specialist
Copy Retain at School / Department