

# 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

PUR0012