The School Board of Broward County, Florida
Capital Assets Activity Form
Tangible Property Loss/Equipment Acquisition

Location Name and Number _____

☐ **Tangible Property Loss**

☐ **Equipment Acquisition**
for equipment valued at $1,000 or more that is acquired with internal funds or by donations

Date of Loss: _____

Acquisition Date (for acquisition only)	BPI Number If applicable	Serial Number	Model Number	Equipment Description	Cost/Estim. Value	Room/ Bldg

Loss Acknowledged By: _____
Principal, Director (per Policy 3204)

Name of Donor: _____

Donor Address: _____

_____

Acquisition Approved By: _____
Principal, Director (per policy 3204)

Loss: Submit to Capital Assets Accounting
NOTE: Attach copies of Police and SIU Immediate Notification Report

Acquisition: Submit to Capital Assets Accounting
NOTE: Attach copy of Invoice(s)

Retain a copy for your records

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