

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT

INSTRUCTIONS: 1. PLEASE PRINT AND FILL IN ALL BOXES (#'s 1 thru 8 and #'s 9 thru 14 as needed)
 2. FORM MUST BE COMPLETED WHEN TAGGING AN ITEM AND RETURNED TO THE TREASURER'S OFFICE
 WITH THE GREEN COPY OF THE P. O. FAILURE TO DO SO WILL HOLD UP PAYMENT OF THE PURCHASE ORDER

1. VENDOR/SUPPLIER:	2. BUILDING & ROOM NOS WHERE ITEM WILL BE USED:	3. P.O. #s:
4. DATE RECEIVED:	5. SIGNATURE OF PERSON COMPLETING THIS FORM:	6. Check 1: <input type="checkbox"/> Purchased <input type="checkbox"/> Donated <input type="checkbox"/> Leased
7. ACCOUNT CODING ON P.O.:	8. CONDITION IF USED: GOOD/FAIR/POOR	

EQUIPMENT INFORMATION

MANUFACTURER	DESCRIPTION	MODEL	SERIAL NUMBER	UNIT COST	TAG NUMBER
9.				\$	
10				\$	
11.				\$	
12.				\$	
13.				\$	
14.				\$	

***** TREASURER'S OFFICE DATA ENTRY *****

ITEM CAT./ASSET CLASS:	LOCATION:	ORGANIZATIONAL UNIT:
REPLACEMENT COST:	INSURANCE VALUE:	FUND/FUNC:
DESPRECIATION METHOD: S / D / N	SALVAGE VALUE:	LIFE EXPECTANCY:
		DATE ENTERED: / /