

EQUIPMENT ACQUISITION FORM

Putnam County Board of Education

(SUBMIT TO CENTRAL RECEIVING)

NOTE: THIS FORM IS TO BE USED WHEN TRACKABLE EQUIPMENT IS PURCHASED OUTSIDE THE NORMAL COUNTY PURCHASE ORDER PROCEDURES. IT IS ALSO USED TO DOCUMENT THE PURCHASE OF FURNISHINGS TO BE INCLUDED IN THE MASTER INVENTORY LIST. IT IS THE RESPONSIBILITY OF THE REQUISITIONER TO INSURE THAT THIS FORM IS COMPLETED AND FORWARDED TO CENTRAL RECEIVING SO THAT A PCDE BARCODE MAY BE ASSIGNED AND ATTACHED TO THIS EQUIPMENT.

SCHOOL/FACILITY: _____ CAMPUS NO. _____ DATE: _____

NAME OF PERSON COMPLETING THIS FORM: _____

ROOM BARCODE NO. _____ ROOM NAME _____

DESCRIPTION (NAME) _____ QTY. _____

MANUFACTURER _____ MODEL NO. _____

SERIAL NO. _____ PCDE BARCODE NO. _____

ACTUAL COST _____ PURCHASE DATE _____

CHECK NO. _____ P.O. NO. _____ INVOICE NO. _____

FUNDING CODE _____

ROOM BARCODE NO. _____ ROOM NAME _____

DESCRIPTION (NAME) _____ QTY. _____

MANUFACTURER _____ MODEL NO. _____

SERIAL NO. _____ PCDE BARCODE NO. _____

ACTUAL COST _____ PURCHASE DATE _____

CHECK NO. _____ P.O. NO. _____ INVOICE NO. _____

FUNDING CODE _____

FOR INVENTORY CONTROL USE: 1. DATE BARCODED ____/____/____ 2. DATE BARCODED ____/____/____

NOTES: _____

INVENTORY CONTROL CLERK

DATE