Canutillo ISD

Fixed Asset Inventory Sheet

Date:_____

Employee Name :_____ Campus/Department:_____

Print Legibly

Teaching Content Area/Program_____ Room #:_____

If Applicable

Description	Condition (E,G, F,P,B)	Model #	Serial#	CISD TAG#	Comments

Employee Signature (Asset Owner) :_____

Administrator/Budget Authority Signature:_____

Must be completed and attached to the End of Year Employee Check-Out form. This form must be available upon request for further inventory verification.

Condition Legend: (E=Excellent, G=Good, F=Fair, P=Poor, B=Broken).
Personal Items **must** be designated as so under the "Comments Section" and **must** contain the "Personal Property" label.
NOTE: Canutillo ISD does not assume responsibility for any lost Personal Items.