CANYONS SCHOOL DISTRICT

Fixed Asset Use Only
Date Processed:
By:

Missing/Lost Fixed Assets Report

School Name: _____ Date: _____

Asset No.	Description	Manufacturer	Serial Number	Missing or Lost	Year of Acquisition	Original Purchase Price

Principal	School Accountability & Performance	School Fixed Asset Clerk	Fixed Asset Coordinator
Date	Date	Date	Date

Missing/Lost: An asset item is missing from the inventory records- year over year inventory. The school has been inventoried and the last known location has been checked. **Please return form to Canyons School District Fixed Assets Coordinator**

REV 11/26