CANYONS
SCHOOL DISTRICT

| Fixed Asset Use Only |
|---|
| Date Processed: |
| By: |

**Missing/ Fixed Assets Report**

School Name: _____ Date: _____

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

Revised 7/21