

# Argyle Independent School District

## Donations of Equipment

Only items that are fixed assets need to be placed on this form. Examples of these items are computers, technology accessories, other items kept on campus inventories.

When a fixed asset is donated to your campus:

1. Fill out form completely.
2. Obtain principal's signature.
3. Send form to department responsible for a purchase of this nature.

Description	Manufacturer	Model #	Serial #	Value

Donated by: \_\_\_\_\_

Donated to: \_\_\_\_\_

Date Donated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date