

Asset Pickup and Tracking Form

This form is to be used to log in all RCCDC owned assets

Center:

Date:

Submitted By:

Please check one of the following: Federal Non Federal

TO ADD AN ASSET TO YOUR INVENTORY:

Description of Asset:

Date Acquired (If Known):

Cost or If Donated, Estimated Cost:

RCCDC Property Tag#:

Property Serial#/VIN#:

Location of Asset:

(CD, CDA, Classroom #, Kitchen, ETC.)

PLEASE SELECT ONE OF THE FOLLOWING:

ITEM IS BEING REPAIRED - Date: _____

Who is repairing the asset: _____

ITEM IS BEING MOVED - Date: _____

New Location: _____

To Who: _____

ITEM IS BEING SOLD - Date: _____

Sold To: _____

Price: _____

Witnesses to Sale: _____

ITEM IS BEING TRASHED - Date: _____

Witnesses to Disposal: _____

Witnesses to Disposal: _____