



PLEASANT LOCAL SCHOOLS

ASSET ACQUISITION FORM

Date _____

P.O. # (if purchased) _____

Donated _____

Item Location

Room # _____

_____ Elementary

_____ Middle School

_____ High School

_____ Bus Garage

_____ Administration Office

_____ Field House

_____ Other _____

PLS Asset Tag # _____

Description of Item:

Serial #:

Model #:

Manufacturer/Vendor:

Cost:

Please complete this form and forward to the Administration Office. Thank-you.

Signature

Approval