

**The School Board of Broward County, Florida  
Capital Assets Activity Form  
Tangible Property Loss/Equipment Acquisition**

Location Name and Number \_\_\_\_\_

**Tangible Property Loss**

**Equipment Acquisition**  
*for equipment valued at \$1,000 or more that is  
acquired with internal funds or by donations*

Date of Loss: \_\_\_\_\_

<b>Acquisition Date (for acquisition only)</b>	<b>BPI Number If applicable</b>	<b>Serial Number</b>	<b>Model Number</b>	<b>Equipment Description</b>	<b>Cost/Estim. Value</b>	<b>Room/ Bldg</b>

Loss Acknowledged By: \_\_\_\_\_  
Principal, Director (per Policy 3204)

Name of Donor: \_\_\_\_\_

Donor Address: \_\_\_\_\_  
\_\_\_\_\_

Acquisition Approved By: \_\_\_\_\_  
Principal, Director (per policy 3204)

**Loss: Submit to Capital Assets Accounting**  
**NOTE: Attach copies of Police and SIU Immediate Notification Report**

**Acquisition: Submit to Capital Assets Accounting**  
**NOTE: Attach copy of Invoice(s)**

***Retain a copy for your records***