

School Board of Brevard County

Property Purchase Form

CAPITALIZABLE ASSETS NOT PURCHASED WITH DISTRICT FUNDS
FURNITURE, EQUIPMENT, COMPUTER HARDWARE AND SOFTWARE

School / Department Name Date _____

School / Department Number

Method of Acquisition:

Donation (market value of \$1,000.00 or more) _____

Internal Accounts Purchase (cost of \$1,000.00
or more) _____

Item Description (include model number, serial number and room number where
item is located):

Quantity	Unit	Total
_____	Cost/Value _____	Cost _____

Check # _____ Date Paid _____

Principal / Dept. Head

For items purchased from internal accounts, please include a copy of the
purchase order and of the invoice.

Distribution:
Original - School Accounting / Property Control
Copy - Retain at School / Department