

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
FIXED ASSET ACCOUNTING

STUDENT ACTIVITY FUND/DONATED EQUIPMENT REPORT

Instructions: Complete this card to report Student Activity Fund (SAF) purchases and donations of equipment \$750 or more which require a property record number. Send completed card to the Fixed Asset Accounting office.

Cost Center _____ Date _____

SAF Purchase Order No. _____ Ck. No. _____ Ck. Date _____

Name and Address _____ Invoice No. _____

Vendor or Donor _____ Invoice Date _____

Description of Item	Cost	Location of Item
_____	_____	_____
_____	_____	_____
_____	_____	_____

Cost Center Head Name (Print) Cost Center Head Signature Date

RET: Master, PERM, GS1-SL 342
Dupl., OSA

003-84-FAA
Rev. 5-15-2015

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