

ATTENTION

This form is controlled by the Department of Budgeting. It is a multi-part form that must be ordered from the Warehouse (Item #0135093).

The form is provided by Accounting Operations for **informational purposes only. See Page 2 of this PDF file for a sample of the form.**

Forms ordered from the Warehouse are slightly different from the form provided online. Changes to the printed forms are incorporated when the current supply is exhausted and new forms are ordered.

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY
Department of Budgeting
215 W. Garden St.
Pensacola, FL 32502
Phone: (850) 469-6357 Fax: (850) 469-6338

**REPORT OF PROPERTY ACQUIRED THROUGH
INTERNAL FUNDS AND/OR DONATED**

No. _____

(Name of School)

(1) Purchased From: _____

(2) Fully Describe Kind of Property Acquired: _____

(3) MAKE: _____

(4) MODEL: _____

(5) SERIAL NO.: _____

(6) DATE ACQUIRED: _____, 20____

(7) LOCATION: _____

(8) Specify Source of Internal Funds Used: _____

(9) Cost: _____

Principal's Signature