



PROPERTY MANAGEMENT DEPARTMENT

PROPERTY RECEIVED FORM

Sign & forward to propertymanagement@leonschools.net upon receipt of Capital Assests
with a cost of \$5,000 or more and Attractive Items (portable technology) over \$1,000.

Report Date _____

Received At _____ Cost Center _____
School or Department

Received By _____ Sign _____
Name & Title Signature

Contact Phone # _____ Contact Email _____

Inventoried By _____ Date _____
Property Management Staff Date Inventoried

Vendor _____ PO# / Pcard Name _____

☐ Capital Asset (over \$5,000)

Unit Cost	PC Number	Serial Number	Description	Location	
				Bldg #	Rm #
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

☐ Attractive Item (Portable Technology over \$1,000)

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total Cost	Fund	Function	Object	Center	Project	Sub Project	Program
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

For Property Management use only					
Classification Codes	_____	_____	_____	_____	_____

Use Additional Pages Form for more entries.