MIS #208 REV. 12/16



DISTRICT SCHOOL BOARD OF PASCO COUNTY PROPERTY ACQUISTION FORM

Please follow the steps below to report an aquisition.

<u>Step 1:</u> Fill out all of the applicable boxes on the form. <u>Step 2:</u> Click the E-mail button to submit the form.

Step 3: Attach a copy of the Purchase Order or Vendor Order and a copy of the invoice to the email.

If the item was a gift or donation, attach any paper work received with the donation.

| | if the item was a gift or donation, attach any paper work re- | ceived with the donation. |
|----------------------------|---|-------------------------------|
| DATE: | | |
| FROM: | <u>!</u> | METHOD OF AQUISITION: |
| NAME OF AUTHORIZED PERSON: | | Internal Funds |
| COST CENTER NAME: | | Gift / Donation |
| COST CENTER NUMBER: | | |
| | | |
| | LIST OF ITEMS | |
| Price | Detailed Description | Serial Number (if applicable) |
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