

**INSTRUCTIONS FOR COMPLETING FORM FAI-3
ASSET ADJUSTMENTS**

UPON RECEIPT OF NEW ASSETS COMPLETE THESE ITEMS:

Action Code Box
Asset Description Box
Serial Number Box
Purchase Order Number Box
Received By Administrator Line Below Boxes
Location Line Below Signature

WHEN REMOVING ASSETS, COMPLETE THESE ITEMS:

Asset Number Box
Action Code Box
Asset Description Box
Serial Number Box
From Room Number Box
Disposal Code Box (See Attached List of Codes and Explanations)
Released By Administrator Line Below Boxes
Location Line Below Signature
(Any Supporting Documentation)

WHEN ASSETS ARE TRANSFERRED TO A NEW LOCATION WITHIN THE DISTRICT COMPLETE THESE ITEMS:

Asset Number Box
Action Code Box
Asset Description Box
Serial Number Box
From Location/Room Number Box
To Location/Room Number Box
Released By Administrator Line Below Boxes
Location From Which Released
Received By Administrator Line Below Boxes (When It Arrives)
Location Where Received

IN EACH CASE, SEND THE ENTIRE FORM TO THE FINANCE DEPARTMENT.
WE WILL RETURN YOUR COPY AFTER PROCESSING.