

Inventory

Donated Asset

*Complete if you receive a donated item requiring a tag number.
Do not complete if item is disposable or if it is less than \$500.
Treasurer's office will provide tag number.*

Building/Department Acquiring Asset: _____

Room # Asset Will Be Placed: _____

Tag Number: _____ Asset Description: _____

Staff Member Signature: _____

Principal/Supervisor Signature: _____

Treasurer's Office Signature: _____

Asset Disposal

Complete if a tagged item has been stolen, lost, discarded, or sold.

Building/Department Disposing of Asset: _____

Tag Number: _____ Asset Description: _____

Reason for disposal: _____

Staff Member Signature: _____

Principal/Supervisor Signature: _____

Treasurer's Office Signature: _____

Asset Transfer

Complete if a tagged item is being permanently moved from one room to another.

Tag Number: _____ Asset Description: _____

Asset transferred from: _____ Asset transferred to: _____
Staff Member: _____ Staff Member: _____

Building: _____ Building: _____

Room # _____ Room # _____

Reason for transfer: _____

Transferring Staff Member Signature: _____

Transferring Principal/Supervisor Signature: _____

Receiving Staff Member Signature: _____

Receiving Principal/Supervisor Signature: _____

Treasurer's Office Signature: _____