

CARROLLTON EXEMPTED VILLAGE SCHOOL DISTRICT
252 THIRD STREET N.E., CARROLLTON, OHIO 44615-1236

INVENTORY UPDATE

(Not intended for Loaners or Temporary items being moved)

All items of \$150.00 new cost value or more are part of the DISTRICT INVENTORY. Each building should also have a per room total inventory on file. NOTE: COMPUTERS AND ACCESSORIES ARE TO BE INVENTORIED REGARDLESS OF COST.

In order to keep our inventory up-to-date for audit and insurance purposes, the following information is needed when items are added, moved or deleted from their current location. Please complete this form and forward to the Assistant Treasurer at the Board of Education offices.

Current Location BLDG. ROOM #

Tag Number _____

Item _____

Vendor _____

Brand/Make/Model _____

Serial # _____

Cost _____

Fund _____

Addition Date _____

Deletion Date _____

Manner of Deletion _____

Relocation _____

Date of Relocation _____

Signed _____

Title _____

Date _____

Office Use Only	
Purchase Order #	_____
Date	_____
Check #	_____
Date	_____
Invoice #	_____
Date	_____