**Individual Inventory Forms**

**PURPOSE:** This form is to be used for individual room inventories within a location.

Each employee assigned or responsible for a room or office within a location should list all assets they have.

This form should be completed at the beginning of each school year and posted in a easily accessible location, suggested to be the entrance of room/office.

This form should be updated as assets are brought in or removed from room/office.

A copy of this form should be kept by the employee and the Fixed Asset Coordinator for the location. It should be routinely updated as changes occur.

At the end of the year this form may be used to check inventory and properly secure assets over the summer period.

This is a mandatory process to be utilized at each location.