

**INVENTORY REPORT FOR  
SCHOOL ACTIVITY FUND PURCHASES**

SITE: \_\_\_\_\_

SITE ADMINISTRATOR'S NAME: (please print) \_\_\_\_\_

SITE ADMINISTRATOR'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

ITEM DESCRIPTION	LOCATION/RM#	MFR	MODEL#	SERIAL#	PURCHASING INFORMATION COST					ASSET ID# (To Be Assigned)
					M	D	Y	Include Shipping	Ck#	

**INSTRUCTIONS FOR COMPLETING FORM:**

1. Inventory items are furniture or equipment costing \$2500 or more (shipping included).
2. List one item per line.
3. Return this form to the Dept. of Fiscal Services and retain a file copy.
4. Attach a copy of the invoice, receipt, or check.
5. Asset ID# shall be assigned by Fiscal Compliance Specialist.