

**INVENTORY REPORT FOR
DONATIONS (Including PTA Purchases)**

SITE: _____

SITE ADMINISTRATOR'S NAME (please print): _____

SITE ADMINISTRATOR'S SIGNATURE: _____

DATE: _____

ITEM DESCRIPTION	LOCATION/RM#	MFR	MODEL#	SERIAL#	DONATION INFORMATION				ASSET ID# (To Be Assigned)
					M	D	Y	\$ Value	

INSTRUCTIONS FOR COMPLETING FORM:

1. Inventory items are furniture or equipment with a value of \$2,500 or more
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 IRS acknowledgement letter.
5. Asset ID# shall be assigned by Fiscal Compliance Specialist.