



Treasurer's Office
4350 Allen Road
Stow, Ohio 44224
(330) 689-5445
Fax (330) 688-1629

INVENTORY DATA SHEET

This form **MUST** be completed and **attached to the goldenrod** copy of the purchase order before payment will be made. Once this information is received, a tag number will be issued.

Purchase Order _____

Vendor Name _____ Vendor# _____

Date Received _____

Item Description _____

Price _____

Serial # _____

Model # _____

Assigned/Room Number _____

Building: _____

For Treasurer's Office use:

Date entered into inventory _____

Tag number (s) assigned _____