RPS Inventory Control Information Form

LEA#: _____ **School/Department**: _____ **Date**: _____

Circle one: ADD DISPOSE TRANSFER

RPS NO.: _____ **ROOM NO.:** _____ **DESCRIPTION**: _____

SERIAL NO.: _____ **MODEL NO.**: _____

PURCHASE ORDER NO.: _____ **BUD UNIT/ACCT. NO.**: _____

VENDOR: _____ **MANUFACTURER**: _____

COST/UNIT: _____ **INVOICE NO.**: _____

DISPOSED:

Circle one: LOST/STOLEN _____ NOT WORKING OBSOLETE SOLD/TRADE: $_____
Police Report No. Amount

TRANSFER:

LEA NO.: _____ ROOM NO.: _____ TEACHER/DEPT: _____

COMMENTS: _____

_____

_____ _____
SIGNATURE PRINCIPAL/ADMINISTRATOR Date

*NOTE: ALL TECHNOLOGY ASSETS MAY ONLY BE DELETED BY THE TECHNOLOGY DEPARTMENT STAFF. *ATTACH POLICE REPORT FOR LOST/STOLEN AND/OR BACK UP FOR SOLD/TRADED ITEMS.

LEA#: _____ **School/Department**: _____ **Date**: _____

Circle one: ADD DISPOSE TRANSFER

RPS NO.: _____ **ROOM NO.:** _____ **DESCRIPTION**: _____

SERIAL NO.: _____ **MODEL NO.**: _____

PURCHASE ORDER NO.: _____ **BUD UNIT/ACCT. NO.**: _____

VENDOR: _____ **MANUFACTURER**: _____

COST/UNIT: _____ **INVOICE NO.**: _____

DISPOSED:

Circle one: LOST/STOLEN _____ NOT WORKING OBSOLETE SOLD/TRADED: $_____
Police Report No. Amount

TRANSFER:

LEA NO.: _____ ROOM NO.: _____ TEACHER/DEPT: _____

COMMENTS: _____

_____

_____ _____
SIGNATURE PRINCIPAL/ADMINISTRATOR Date

*NOTE: ALL TECHNOLOGY ASSETS MAY ONLY BE DELETED BY THE TECHNOLOGY DEPARTMENT STAFF. *ATTACH POLICE REPORT FOR LOST OR STOLEN ITEMS.