

## New Inventory Form Kosciusko School District

Blue Tag # \_\_\_\_\_ Green Tag # \_\_\_\_\_ Date: \_\_\_\_\_

Fund Code # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Purchase Order # \_\_\_\_\_ Cost \$ \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Date Acquired: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

Model # \_\_\_\_\_ Serial Number : \_\_\_\_\_

Description of Item : \_\_\_\_\_

Room # \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Teacher / Staff Signature: \_\_\_\_\_

Please check the appropriate box:

☐ District Purchase      ☐ Federal Purchase      ☐ ESSER Purchase      ☐ SPED Purchase

Location:

|                                                     |                                                       |
|-----------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Kosciusko Lower Elementary | <input type="checkbox"/> Kosciusko Middle Elementary  |
| <input type="checkbox"/> Kosciusko Upper Elementary | <input type="checkbox"/> Kosciusko Junior High School |
| <input type="checkbox"/> Kosciusko High School      | <input type="checkbox"/> Special Education Office     |
| <input type="checkbox"/> Alternative School         | <input type="checkbox"/> Central Office               |

Date Received by Central Office : \_\_\_\_\_