



Snohomish School District #201 Capital Outlay Barcode Assignment Form

Item description (be specific) _____

Manufacturer _____

Model number serial number _____

Location/department _____

Room# (on bar-code in upper door jam) _____

Room description (commonly used) _____

Fund: (circle one) General / Capital Projects / ASB / Transportation Vehicles

Funding code (Grant program name & #) _____

Purchase order # _____

Purchase date _____

Vendor name _____

Donation or reimbursement
Information (donor or employee name
and purchase price) _____

Signature _____ Date _____

When form is initiated by the Inventory Control Technician (JCT), school or department must: Immediately affix the Bar-Code ID tag to the equipment described above. Complete the information requested and return to the Inventory Control Technical (ICT) in Accounting within 5 business days. For questions call (360) 563-7242

When form is initiated by the school or department for items received other than by Purchase Order (examples are items received by donation or through employee reimbursement), school or department must: Completely fill out the above information and send to the Inventory Control Technician (ICT) in Accounting to issue a bar-code tag.

For Accounting use only

Barcode tag #: _____

Date issued: _____