

# BUCKEYE LOCAL SCHOOLS INVENTORY FORM

ADD\_\_\_\_\_ DELETE\_\_\_\_\_ RELOCATE\_\_\_\_\_

Origination Location\_\_\_\_\_ Date:\_\_\_\_\_

<b>ADD ITEM TO INVENTORY</b>					
QTY	SERIAL #	MODEL #	DESCRIPTION	LOCATION	ITEM COST

VENDOR NAME: \_\_\_\_\_ PO # \_\_\_\_\_ DATE ITEM RECEIVED: \_\_\_\_\_

<b>DELETE ITEM FROM INVENTORY</b>			
TAG #	QTY	DESCRIPTION	WHY DELETED

<b>RELOCATE ITEM IN INVENTORY</b>				
TAG #	QTY	DESCRIPTION	MOVED FROM BLDG/ROOM	MOVED TO BLDG/ROOM

PRINCIPALS/SUPERVISOR'S SIGNATURE: \_\_\_\_\_

**(ATTACH STICKER/S ON BACK)**

TREASURER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_