PINELLAS COUNTY SCHOOLS

COST CENTER'S UNCAPITALIZED TANGIBLE PROPERTY INVENTORY REPORT

Instructions

1. Perform annual inventory count for items that are between $300.00 to $999.99.
2. Complete report and submit it to the Auditing & Property Records Department by October 31st.

Cost Center # _____

Cost Center Name _____

Custodian Name _____
(Principal or department head)

Date of Inventory Count _____

Person who conducted physical inventory _____

a) Total Number of Items in Previous Year's Inventory_____

Total Cost of Previous Inventory $ _____

b) Total Number of Items **Added** _____

Total Cost of Items Added $ _____

c) Total Number of Items **Deleted** _____

Total Cost of Items Deleted $ _____

d) Total Number of Items in Current Inventory _____

Total Cost of Current Inventory $ _____

Number of Deleted Items (c) That were **Missing** _____ Total Cost $ _____

This inventory list must include all items between $300.00 to $999.99. It is up to the cost center custodian's (principal or director) discretion if other items below the threshold are included in this inventory (for example: high theft items such as digital cameras, Ipod's, PDA's, etc.).

Due to Auditing & Property Records Department by October 31st.

_____ _____
Completed by: (Signature) Date

_____ _____
Approved by: (Administrator, Principal, or Dept. Head) Date