

CARROLLTON EXEMPTED VILLAGE SCHOOL DISTRICT  
252 THIRD STREET N.E., CARROLLTON, OHIO 44615-1236

INVENTORY UPDATE

**(Not intended for Loaners or Temporary items being moved)**

All items of \$150.00 new cost value or more are part of the DISTRICT INVENTORY. Each building should also have a per room total inventory on file. NOTE: COMPUTERS AND ACCESSORIES ARE TO BE INVENTORIED REGARDLESS OF COST.

In order to keep our inventory up-to-date for audit and insurance purposes, the following information is needed when items are added, moved or deleted from their current location. Please complete this form and forward to the Assistant Treasurer at the Board of Education offices.

Current Location . . . . .	BLDG. _____	ROOM # _____
_____ Tag Number . . . . .	_____	_____
Item . . . . .	_____	_____
Vendor . . . . .	_____	_____
Brand/Make/Model . . . . .	_____	_____
Serial # . . . . .	_____	_____
Cost . . . . .	_____	_____
Fund . . . . .	_____	_____
Addition Date . . . . .	_____	_____
Deletion Date . . . . .	_____	_____
Manner of Deletion	_____	_____
Relocation . . . . .	_____	_____
Date of Relocation	_____	_____

Signed \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Office Use Only	
Purchase Order #	_____
Date	_____
Check # . . . . .	_____
Date	_____
Invoice # . . . . .	_____
Date	_____