

**MULBERRY/PLEASANT VIEW BI-COUNTY SCHOOLS
INVENTORY ADDITIONS, DELETIONS, RELOCATIONS
FOR ALL ITEMS**

COMPLETE APPROPRIATE SECTIONS (*PLEASE CHECK LOCATION CODES ON WEBSITE /PLEASE HAVE ALL SIGNATURES BEFORE TURNING IN*) DO NOT CUT THIS PAGE APART!!!

NEW ITEM: (EQUIPMENT BOUGHT IN THE CURRENT YEAR)

ID # ISSUED _____ (ADM OFFICE WILL TAKE CARE OF #'S)

QUANTITY _____ DESCRIPTION _____

SERIAL NO. (IF APPLICABLE) _____

LOCATION CODE _____ DATE ITEM PLACED IN ROOM _____

Teacher's Signature

For Office Use:

Ck# _____ Inv# _____ Vendor _____

Exp Code _____ Unit Cost _____ Total Cost _____

Date Purchased _____

DELETE ITEM: ID# _____ DESCRIPTION _____

SERIAL NO. _____ (IF APPLICABLE)

REASON FOR DELETION (circle one or write comment)

Discarded because too old Discarded because broken Stolen Other _____

DATE DELETED _____

Principal's approval

Teacher Signature

Principal's Signature

MOVED ITEM:

ID # _____ DESCRIPTION _____

SERIAL NO. (IF APPLICABLE) _____

MOVED FROM _____ TO _____
Location Code Location Code

Teacher Signature

Date

Principal's Signature
