

INVENTORY LIST

Inventory the District "tagged" equipment in your assigned area. Items to be inventoried include but are not limited to the following equipment: Smartboards, Laptops, iPads, Carts, Telephones, and any other **equipment** issued from the district. Please code the condition of equipment with one of the following terms: Broken; Poor; Fair; Good. If any item should be tagged and is not, that should be indicated as well.

Asset TAG#	Staff Name	ItemsTurned In (Yes/No)	Date	CONDITION
ex.99999	Greg Copeland	laptop - yes	6/1/17	Good

**The above listed items have all been inventoried and this information is correct to the best of my knowledge.

Form completed by : _____ Date: _____

Staff completed forms must be submitted to the Building Principal along with the keys to this room before leaving for the year.

Room Keys Received? Yes _____ No _____ Building Principal's Signature: _____

Principals please return all completed forms to Greg Copeland no later than Friday, June 2, 2017.