

NOBLE LOCAL SCHOOL DISTRICT
CHANGES IN INVENTORY

ADDITIONS:

Item Description: _____

Serial Number: _____ Model #: _____

Tag Number Assigned: _____

Item Location (be specific): _____

P.O. #: _____ Date Received: _____

Vendor Name: _____

OTHER CHANGES: (Be sure to include item description and Tag ID #)

_____ Item moved to a new location
New location is: _____

_____ Item discarded (include item description and location)

_____ Sold

_____ Destroyed

_____ Stolen

_____ Traded in -- date: _____ to whom: _____

_____ Other (describe) _____

Description of item _____

Tag # and Location _____

Staff member signature

Principal/Supervisor signature

** Return this form immediately to the central office when a change in inventory occurs.