

**NOBLE LOCAL SCHOOL DISTRICT  
SUPPLIES INVENTORY  
FISCAL YEAR**

**BUILDING/DEPT** \_\_\_\_\_

**Instructions:**

List below all consumable supplies for your building/dept.  
Count only those supplies in the original case/carton.  
Complete this form as of June 30 or your last day of work prior to 6/30.  
The person completing this form and the building principal/supervisor need to sign.  
Return the form to the Administrative Office, Attention Treasurer.

<b>ITEM DESCRIPTION</b>	<b>UNIT</b>	<b>QUANTITY</b>	<b>COST/UNIT</b>	<b>TOTAL COST</b>
Example: 8 1/2 x 11 copier paper	case 10 reams/cs	16 cases	\$48.20/case	\$ 771.20

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

Signature of person completing the form:

Signature of principal/supervisor:

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