

HANOVER PARK REGIONAL HIGH SCHOOL DISTRICT

INVENTORY CHANGE FORM

SCHOOL: _____

DEPARTMENT: _____

ROOM NUMBER: _____

When a piece of equipment is retired or discarded, Part I of the attached form is to be completed by the coordinator and returned to the Board of Education office.

PART I Discarded/Retired Equipment

1. Item Description: _____
2. Make and Model Number: _____
3. Inventory Bar Code Number: _____
4. Reason for Removal from Use: _____
5. Date of Removal from Use: _____
6. Disposal Method: _____

When a new piece of equipment is purchased, Part II of the attached form is to be completed by the coordinator and returned to the Board of Education office.

PART II New Equipment

1. Item Description: _____
2. Make and Model Number: _____
3. Serial Number: _____
4. Purchase Price: _____
5. Date of Purchase: _____

DEPARTMENT COORDINATOR'S SIGNATURE

SUPERVISOR'S SIGNATURE

:FOR OFFICE USE ONLY :
: :
:Bar Code #: :
:Date Assigned: :
: :
:_____: