



SITE/DEPARTMENT INVENTORY TRACKING FORM

School sites and some departments shall be responsible for the tracking and documentation of certain items that are not included in the Central Inventory System as defined in the Business Information Manual, Section 6. Each budget authority shall be responsible for maintaining an inventory list of transitory items, as identified in section 6.04 of the Business Information Manual.

- School/Department Inventory Tracking Forms shall be kept current and maintained at a central location (library or office.)
- School kitchen Inventory Tracking Forms shall be maintained centrally at the Food and Nutritional Services Department.
- A copy of current Inventory Tracking Forms shall be submitted to Purchasing during the Central Inventory process.

Questions or concerns regarding the use of this form should be addressed to the Purchasing Office, ext. 4180.

School Name: _____ Room# _____ Teacher: _____

Qty	Make	Model	Serial Number	Description	Condition

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