

**Pottsville School District**  
**INVENTORY**

**New Purchase**

Item Description \_\_\_\_\_  
Purchased From \_\_\_\_\_ Purchased Date \_\_\_\_\_  
School Name \_\_\_\_\_ Building Number \_\_\_\_\_ Room Number \_\_\_\_\_  
Model # \_\_\_\_\_ Serial # \_\_\_\_\_ Cost \$ \_\_\_\_\_  
Purchase Order # \_\_\_\_\_ Check # \_\_\_\_\_ Inventory Tag # \_\_\_\_\_  
.....

**Move item from room to room or to another building**

Item Description \_\_\_\_\_ Serial # \_\_\_\_\_  
Building # \_\_\_\_\_ **From** Room # \_\_\_\_\_  
Building # \_\_\_\_\_ **To** Room # \_\_\_\_\_ Tag # \_\_\_\_\_  
.....

**Retire Item (awaiting audit for disposal pickup) (not a storage room)**

Item Description \_\_\_\_\_ Reason retiring \_\_\_\_\_  
Model # \_\_\_\_\_ Serial # \_\_\_\_\_ Tag # \_\_\_\_\_  
**From** Building # \_\_\_\_\_ Room # \_\_\_\_\_ **To** Building \_\_\_\_\_ Room # \_\_\_\_\_  
.....

\_\_\_\_\_  
Employee Signature / Date

\_\_\_\_\_  
Principal Signature / Date