

WELLINGTON SCHOOLS INVENTORY UPDATE

CHECK ONE OF THE FOLLOWING:

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Move/Transfer

☐

Stolen

☐

Awaiting Sale/Sold

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To Be Discarded **After
Board Approval**

DATE OF UPDATE: _____

TAG #: _____

IF TRANSFERRED:

OLD LOCATION - BUILDING: _____ ROOM #: _____

NEW LOCATION - BUILDING: _____ ROOM #: _____

DESCRIPTION OF ITEM:

ITEM: _____ MANUFACTURED: _____

SERIAL #: _____ MODEL #: _____

TEACHER/EMPLOYEE SIGNATURE

DATE

BUILDING HEAD CUSTODIAN

DATE

BUILDING ADMINISTRATOR SIGNATURE

DATE

SUPERINTENDENT SIGNATURE
(REQUIRED ONLY FOR DISCARDED OR STOLEN ITEMS)

DATE

TREASURER SIGNATURE

DATE

RETURN TO THE TREASURER'S OFFICE

TO BE COMPLETED BY TREASURER'S OFFICE

PROCESSED

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