



AVON LOCAL SCHOOLS Inventory Addition Form

Instructions:

1. Please print and fill in all boxes (#'s 1 thru 8 and #'s 9 thru 14 (as needed))
2. Form must be completed when tagging an item and returned to the Treasurer's office with the yellow copy of the purchase order.
Failure to do so will result in a delay of the payment of the purchase order.

1. Vendor/Supplier:	2. Location - (Building and Room #):	3. Purchase Order #:
4. Date Received:	5. Printed Name and Signature of person completing form:	6. Check one box: Purchased Donated Leased
7. Account Coding on Purchase Order:		8. Condition if used (check one): Good Fair Poor

Equipment Information

Manufacturer	Description	Model #	Serial #	Unit Cost	Tag Number
9.				\$	
10.				\$	
11.				\$	
12.				\$	
13.				\$	
14.				\$	

***** Treasurer's Office Use Only (Do not write)*****

Item Cat./Asset Class:	Location:	Organizational Unit:
Replacement Cost	Insurance Value:	Fund/Function:
Depreciation Method: S / D / N	Salvage Value:	Life Expectancy:
		Date Entered: / /