

CONWAY SCHOOL DISTRICT

Inventory Information Changes

ASSET ID. # _____ SERIAL # _____

DESCRIPTION _____

LOCATION CODE _____ LOCATION NAME _____

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CHANGES

NEW LOCATION CODE _____ NEW LOCATION NAME _____

FROM RM _____ TO RM _____

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DELETIONS

REASON TO REMOVE FROM INVENTORY _____

DISPOSAL DATE _____ Amount of Sale (if applicable) \$ _____
CPS Receipt No. _____

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OTHER CHANGES _____

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IMPORTANT: Please report all changes to the Administration Office **ASAP**. Do not wait until we send the printout before the Auditor comes. If equipment is sold, please have the check made payable to "Conway Public Schools" and bring to the Administration Office.

If equipment is broken, call Maintenance to have it picked up – for computer equipment, call Technology – for fax machines & copiers, call Purchasing.