CONWAY SCHOOL DISTRICT

Inventory Information Changes

ASSET I.D. # __________________________ SERIAL # __________________________

DESCRIPTION________________________________________________________

LOCATION CODE _____ LOCATION NAME____________________________________

---------------------------------------------------------------

CHANGES

NEW LOCATION CODE _____ NEW LOCATION NAME____________________________

FROM RM _______________ TO RM ________________________________

---------------------------------------------------------------

DELETIONS

REASON TO REMOVE FROM INVENTORY____________________________________

DISPOSAL DATE ____________ Amount of Sale (if applicable) $ ____________

CPS Receipt No. ______________

---------------------------------------------------------------

OTHER CHANGES_____________________________________________________


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.