

CONWAY PUBLIC SCHOOLS INVENTORY SHEET

PLEASE FILL OUT ALL OF THE REQUIRED FIELDS

***Inventory Sheet filled by:** _____

Asset# (assigned by technology): _____

***Serial Number:** _____

Secondary# (old inventory #): _____

Catalog# (from database catalog): _____

Current Room Tag (assigned by tech): _____

***Name of School:** _____

***Current Building (if more than one on campus):** _____

***Current floor:** _____

***Room Number:** _____

***Room Location:** _____

=====

FOR TECHNOLOGY USE ONLY

Cost per Unit: _____

Purchase Order#: _____

Operation System _____

CPU (type and speed) _____

RAM Size (how much) _____ RAM Type _____

Office Version: _____

Description: _____

Date Acquired: _____

Vendor: _____

Manufacturer: _____

Model: _____

Budget Account: _____

Invoice: _____

Check Number: _____ Fund Source: _____