



CALAVERAS UNIFIED SCHOOL DISTRICT

INVENTORY ADD/CHANGE/DELETE

REQUEST TYPE

ADD ☐

CHANGE ☐

DELETE ☐

SURPLUS ☐

SITE _____

ROOM # _____

ACQUISITION DATE _____

CONDITION _____

ACTUAL COST _____

REPLACEMENT COST _____

BARCODE # _____

P.O. # _____

ITEM TYPE _____

MAKE _____

MODEL # _____

SERIAL NUMBER _____

DESCRIPTION _____

ACCOUNT CODE _____

COMMENTS: _____

REMOVED DATE _____

REASON: _____

ADMINISTRATIVE
APPROVAL
