Greenville PUBLIC SCHOOLS

FIXED ASSETS INVENTORY VERIFICATION FORM

TO: FIXED ASSETS CLERK **FROM:** _____

(EMPLOYEE'S NAME)

School/Department Name: _____

Room # / Office #: _____

On this verification form. Please VERIFY THAT ALL of the objects on your fixed asset sheet are present and properly labeled in your classroom. For each item that is present, initial it or check it off. Check All closets, under counters, etc. for any fixed assets. REMEMBER that at the end of the fiscal year (2023-2024), you will be held financially responsible for any missed obligations. (Note: Items should be present that were taken out of the classrooms.) All items must be tagged with the appropriate GPSD.

Any items on your inventory that **aren't** currently in your classroom should be listed below. Also, the inventory sheet must contain a list of any additional items in your classroom that have GPSD tags. Please also note whether a GPSD tag is required. This must be returned by Friday, Friday, August 25, 2023.

MISSING ITEMS (ITEMS ON YOUR FIXED ASSET SHEET BUT NOT IN YOUR ROOM)

GPSD Asset #	Manufacturer/Device Name	Service Tag / Serial Number	Item Description:

ADDITIONAL ITEMS (ITEMS NOT ON YOUR FIXED ASSET SHEET BUT IS LOCATED IN YOU ROOM)

GPSD Asset #	Manufacturer/Device Name	Service Tag / Serial Number	Item Description:

PRINT Employee Responsible for Property Name	Signature Employee Responsible for Property Name	Date Signed
PRINT Principal/Director Name	SIGN Principal/Director Name	Date Signed

ONE COPY – FIXED ASSETS CLERK *ONE COPY – SCHOOL/DEPARTMENT*