East Tallahatchie School District

Inventory Exception - Items Found but Not Listed

2026-2027 | Raymond Russell, Superintendent
411 East Chestnut Street, Charleston, MS 38921 | 662-647-5524 | Fax 662-647-3720 | www.etsd.k12.ms.us

Record items physically found but absent from the location list. Do not assign, transfer, relabel, or discard until the District Property Manager researches and posts the correction.

School / building

Room / location

Inventory date

Inventory team

Temporary Ref.	Asset Tag / Marking	Serial No.	Description / Brand / Model	Condition	Found Location	Likely Custodian / Source	Property Manager Action

Inventory team lead / principal signatures / dates

Property Manager reconciliation / reference / date