

North Central Ohio Educational Service Center
Inventory Addition Form

To: _____

The following item has been purchased and recorded in our inventory:

Item Description: _____
Item, Brand

Serial number model number

Please attached the enclosed asset tag number _____ to this item.

Item assigned to the following location:

Building Room # Responsible person

Date of Acquisition Cost PO#

Vendor _____

Please make any needed corrections to the above information and return bottom portion of this form to Stephanie Brown.
Thank you.

I have placed Tag number _____ on the above listed item.

Signature Date