		Greenvill	e
		PUBLIC SCHOOL	s

WAREHOUSE FIXED ASSET INVENTORY FORM

SCHOOL/ DEPARTMENT								
P.O. #								
QUANTITY:								
GPSD ID#	Manufacturer/ Device Nam	e Model #:	Item Description:	Service Tag / Serial Number:				
SIGNATURE OF WAREHOUSE PERSONNEL OR DESIGNEE:								
	PRINT Name	S	ignature	Date Signed				
	D		BELOW THIS LINE					
(TO BE COMPLETED BY SCHOOL/DEPARTMENT) Receiving Party:								
	PRINT Name	S	ignature	Date Signed				
IS A FEDARL PROPERTY TAGGING REQUIRED FOR THIS PROPERTY? CHECK (ONE): YESNO								
		125						
LOCATION OF ASSET (Room# / Office)								
(TO BE COMPLETED BY FIXED ASSET CLERK OR DESIGNEE)								
THIS ASSET HAS BEEN ENTERED INTO GPSD INVENTORY SYSTEM								
PR	LINT Name	Signature		Date Entered:				