

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

706-AR-1. INVENTORY FORM

Submit this form to the building principal or immediate supervisor before the last day of the school year.

School/Worksite: _____ Date: _____

Location (room #, laboratory, office, storage, etc.): _____

Employee's Name (please print): _____

Item	Quantity	General Condition of Item(s)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

I certify the above to be a true and accurate record.

Employee Signature

Date