

Classroom Inventory Form Procedure

The purpose of the Classroom Inventory Form is to account for all bar coded items in the classroom at the end of the school year and as a reference for the beginning of the next school year.

The classroom inventory form will be completed on line emailed to the principal or their designee of the campus or can be printed, signed and delivered to the campus office. These forms will be compiled and available for review by the business office.

Procedure:

Campus: Enter the campus name

Room # / Location: Enter the room number or location of the inventoried items.

Room Bar Code Number: Enter the room bar code number located on the door jam of the room.

Inventory Date: The date the inventory was performed.

Name: Name of the person performing the inventory.

Signature: Signature of the person performing the inventory.

Bar Code Number: Enter the WISD bar code number of the equipment.

Model Number: Enter the model number of the equipment. If none, enter "NA".

Description: A brief description of the equipment.

Remarks: Any notes or remarks concerning the equipment, i.e., broken or missing parts, etc.

Student Desks: Enter the total number of student desks in the classroom.

Student Chair: Enter the total number of student chairs in the classroom.

Student Desk/ Chair Combination: Enter the total number of student desk/chair combination in the classroom.

Tables: Enter the total number of tables in the classroom. This will include computer tables and general purpose tables.

Desk: Enter the total number of office desks in the classroom. This will be desks that have drawers install in the unit.

Credenza: Enter the total number of credenzas in the classroom.

Office Chairs: Enter the total number of office chairs in the classroom with or without casters.

File Cabinets: Enter the total number of file cabinets in the classroom.

No signature is required if the form is submitted via email to the campus principal using the “**Submit via Email**” button. You may print a form using the **PRINT** button. You may save the form in a digital format by using the “save file” icon at the top of the form.