

**INVENTORY REPORT FOR
DONATIONS (Including PTA Purchases)**

SITE _____

SITE ADMINISTRATOR'S SIGNATURE _____ DATE _____

ITEM DESCRIPTION	MFR	MODEL#	SERIAL#	SITE RM#	DONATION INFORMATION				ASSET ID# (TO BE ASSIGNED)
					M	D	Y	VALUE	

INSTRUCTIONS FOR COMPLETING FORM:

1. Inventory items are furniture or equipment with a value of \$1000 or more.
2. List one item per line.
3. Return this form to the Dept. of Fiscal Services and retain a file copy.
4. Attach a copy of the IRS Acknowledgement Letter.
5. Asset ID# shall be assigned by Fiscal Compliance Specialist.

BUFF