

GRANT PARISH SCHOOL BOARD  
PROPERTY INVENTORY  
ONLY ONE ITEM PER SHEET

ADD NEW PROPERTY:

TAG#
DESCRIPTION
PO #
LOCATION
SERIAL#
MAKE
MODEL
ASSIGNED TO:
NOTES
PURCH DATE
POST PERIOD
AMOUNT
CHECK #
VENDOR
CLASS--SUBCLASS
SALVAGE VALUE

FUND SOURCE
EXPENSE ACCT
DEPREC ALLOC.
C/O INIT./DATE

DISPOSE OF PROPERTY:

TAG #
DESCRIPTION
DATE OF DISPOSAL
TYPE OF DISPOSAL

1. DISCARD
2. SOLD
3. STOLEN
4. TRADED-IN

VALUE RECEIVED
DISPOSED TO
COMMENTS
PRINC. SIGN./DATE
C/O INIT./DATE

RE-TAG PROPERTY

OLD TAG#
NEW TAG#
C/O INIT./DATE

PROPERTY LOCATION CHANGES

TAG #
DESCRIPTION
OLD LOCATION
NEW LOCATION
PRINC. SIGN/DATE
C/O INIT./DATE

Asset Value \_\_\_\_\_