



**DEPARTMENT OF  
FACILITIES & MAINTENANCE  
OFFICE OF ASSET MANAGEMENT  
AMSI USERS ONLY**

**INVENTORY  
MANAGEMENT  
PROCEDURES**

**GENERAL PROCEDURES  
NCLB • EXCEPTIONAL CHILDREN • CAREERS & TECHNOLOGY  
BOARD OF COMMISSIONERS • NON-PUBLIC SCHOOLS**

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# **Inventory Management Procedures**

## **General Procedures**

### **Overview**

#### **Overview:**

In the past, all equipment ordered by schools and departments was delivered to Inventory Control (Office of Asset Management) so that each piece could be tagged and recorded on the appropriate inventory list. Recent changes in the purchasing and warehousing program, however, have necessitated modification of this procedure. With the exception of computer equipment which is tagged, delivered, and installed by an outside vendor, **tagging and recording of each new piece of equipment will hereafter, be the responsibility of principals and/or department heads.**

It is the desire of the Department of Facilities Management to streamline the overall procedure to make possible, easy and accurate reporting of all equipment. The objective of this change is to produce greater efficiency in management and accountability of Shelby County Schools' assets, by making the inventory process more accessible and flexible at the school site and department levels.

#### **Definition:**

Equipment:                      Equipment is defined as "all items" used in an operation or activity and includes machinery, implements, tools, furniture, vehicles, band instruments and other apparatus with a minimum useful life expectancy of five (5) years. Sensitive minor equipment includes computers, external peripherals, weapons, etc, as indicated in Appendix B of the Post Manual. *(See page 13)*

#### **Responsibilities:**

Management personnel, i.e. school principals and department heads are accountable for assets/equipment within their immediate area of responsibility. This accountability is inherent to the position. Accountability includes inventory, movement, and maintenance of all equipment in their immediate area of responsibility.

They shall maintain up-to-date records and submit required forms as necessary to fully inform the Office of Asset Management; with respect to the adds, transfers, loss, and damage and/or misuse of district property in order that the Office of Asset Management may properly carry out its responsibilities.

Responsibility lies with every individual utilizing district assets/equipment for the performance of his or her duties and must adhere to the following procedures regarding the reporting, control, and disposition of all district equipment.

# Inventory Management Procedures

## Section I – General Procedures

### Equipment

#### **Procedure for Adding New or Unmarked Items to Inventory:**

1. When new equipment costing \$5,000.00 or more and sensitive items including Exceptional Children specific items and other items of concern valued at \$100.00 or more is purchased and received in a school/department, affix on each piece of equipment, and one **SCS ID Asset Tag number** in a clearly identifiable position.
2. When adding new asset the following information must be entered into AMSI from the desktop at <http://amsi.mcsk12.net> or the handheld scanner: purchase method, purchase order number, accounting code, program/project, vendor/non-vendor supplied, class code, model number, manufacturer, serial number and cost of the equipment.
3. If the equipment is vendor supplied, enter new **SCS ID Asset Tag number** and serial number. If it is non-vendor supplied, you are only required to enter serial number.
4. If the quantity of new assets is one (1), then click “Save”. If the quantity of new assets is more than one (1), please click “Save and New” until all data has been entered.
5. After the new request has been approved by Asset Management, the barcode(s) will be mailed to your site.
6. Affix the new **SCS ID Asset Tag number** to the new equipment.

#### **Procedures for Defective Equipment (Returned to Vendor):**

1. If the vendor “**REPLACES**” the item because of defect, unlock the scanner and select “Disposal”, then select “Traded” as the reason for disposal from the handheld menu. Enter old asset tag number and comments, select whether the equipment has a new manufacturer, new model number, new serial number, etc.
2. If the equipment is vendor supplied, enter new **SCS ID Asset Tag number and serial number**. If it is non-vendor supplied, you are only required to enter new serial number.
3. After the new request has been approved by Asset Management, the barcode(s) will be mailed to your site.
4. Affix the new **SCS ID Asset Tag number** to the new equipment.
5. The designee will maintain a record of the, description including model number, serial number, vendor’s signature and the **SCS ID Asset Tag number** of the item being returned to vendor on an *Asset Disposition Form*.

# **Inventory Management Procedures**

## **Section I – General Procedures**

### **Equipment**

#### **Procedure for Disposal of Equipment:**

1. When equipment is identified for disposal or transfer unlock the scanner and select “Disposal”, and then select “Obsolete or “Damaged/Vandalized” as the reason for disposal from the handheld main menu. Scan or enter **SCS ID Tag number** and any comments.
2. After scanning and/or entering the data requested, place scanner in cradle for data upload.
3. Be sure to place the equipment to be picked up on the main floor of the main building.
4. No equipment should be placed outside of the building. Mechanical rooms should not be used as storage space for furniture and/or obsolete equipment.
5. If, due to such factors as age, cost effectiveness of repair, unobtainable repair parts, etc. the instrument cannot be repaired, the Band Instrument Repair Shop will document disposal in Schooldud.com and forward to the Office of Asset Management.
6. The Office of Asset Management will subsequently remove the instrument from the school/department inventory and dispose of the equipment.

#### **Procedure for Transfer of Equipment:**

1. To transfer equipment within the District, unlock the scanner and select “Transfer Out” from the handheld main menu. Select “Transfer to Location” and type person name in the “Attention To” field. Scan or enter **SCS ID Asset Tag number**.
2. If you are transferring equipment to various locations, select “New Location” and type person name in the “Attention To” field.
3. After scanning and/or entering the data requested, place scanner in cradle for data upload.
4. Be sure to place the equipment to be picked up on the main floor of the main building.
5. No equipment should be placed outside of the building. Mechanical rooms should not be used as storage space for furniture and/or obsolete equipment.
6. All transfer request(s) involving equipment purchased with federal funds, i.e. NCLB, Careers & Technology (Vocational) and Exceptional Children, must be approved by the Executive Director and/or their designee prior to transfer of equipment.
7. All transfer requests for all musical instruments must be approved by the Music and Dance Supervisor (416-3431) prior to the transfer of equipment.

# **Inventory Management Procedures**

## **Section I – General Procedures**

### **Equipment**

#### **New Procedures for Stolen/Missing Equipment:**

1. When equipment is stolen, immediately notify Office of School Safety Security & Emergency Management at 416-5773 and the Memphis Police Department to file reports. There is no reimbursement of equipment without a timely report.
2. Within one (1) day of the acknowledgement of the theft via the handheld scanner or the desktop at <http://amsi.mcsk12.net>. Unlock scanner and select “Stolen” from the handheld main menu and enter the police number and the **SCS ID Asset Tag number or enter information**. See AMSI manual pages 47-50 for desktop instructions.
3. A *School Break-in, Theft & Damage Report* including the *Police Report Number* must be completed and submitted to the Office of Risk Management (Loc. 539) within one (1) day of the acknowledgement of the theft.
4. Forward a copy of the *School Break-in, Theft & Damage Report* including the *Police Report Number* to the Office of Asset Management (Loc. 223).
5. Retain a copy of the *School Break-in, Theft & Damage Report* for your records.

#### **Procedure for Reactivation of Equipment:**

1. In order to put inactive equipment back into inventory that was previously reported Stolen, Missing and/or Scrapped, it must be reactivated.
2. Unlock the scanner and select “Reactivate” from the handheld main menu. Enter **SCS ID Asset Tag number**, serial number and comments.
3. After entering the data requested, place scanner in cradle for data upload.
4. Please indicate “Comment” field if you need a barcode for the reactivated equipment.

#### **IMPORTANT NOTE:**

**All designee(s) must continue use the Asset Disposition Form for the reporting of all non-tracking and inactive equipment for all disposals and transfers.**

**All questions and requests regarding equipment inventory should be submitted to [amsirequest@scsk12.org](mailto:amsirequest@scsk12.org).**

**If your handheld scanner is not functioning properly, please contact the helpdesk at 416-2700.**

## **Inventory Management Procedures**

### **Section II – General Procedures**

### **Furniture**

#### **Procedures for Disposal/Transfer of Furniture:**

1. When furniture is identified for disposal and/or transfer, complete the *Furniture Disposition Form and/or Furniture Ticket* indicating the quantity on the appropriate furniture class number on the form, the name of school/division and location code of the site shipper and receiver, budget center manager and/or their designee signature.
2. Forward the completed copy of the *Furniture Disposition Form and/or Furniture Ticket* to the Office of Asset Management (Loc. 223). Upon receipt of the *Furniture Disposition Form and/or Furniture Ticket*, your site will be scheduled for pick-up and the furniture database will be updated to include change of location, condition and/or disposition of furniture.
3. Retain a copy of the *Furniture Disposition Form and/or Furniture Ticket* for your records.
4. Be sure to place the furniture to be picked up on the main floor of the main building.
5. No furniture should be placed outside of the building. Mechanical rooms should not be used as storage space for furniture and/or obsolete equipment.
6. All transfer request(s) involving furniture must be approved by the Office of Asset Management prior to relocation.
7. If there are any questions or concerns, please contact the Office of Asset Management at 416-2830.
8. Please contact the Fixed Asset Supervisor 416-2830 or Warehouse Coordinator at 416-9421 regarding all emergency pickups.

#### **Procedures for Requesting Surplus Furniture:**

1. When furniture has been designated as surplus and is in reusable condition, requests can be made to the Office of Asset Management for redistribution.
2. All surplus furniture requests should be submitted in writing by the budget center manager and/or their designee. Send a detailed list of requested items via email to the Office of Asset Management.
3. If you would like to view the surplus furniture in person, please call 416-2830 in advance to schedule an appointment.

# Inventory Management Procedures

## Section III – General Procedures

### Physical Inventory

#### **Physical Inventory:**

Federal guidelines and state regulations dictate that a complete physical inventory of all equipment and sensitive items under each school/department's accountability be taken annually, and each school/department will be required to perform a physical inventory. The responsibility for performing this task shall rest with each individual school/department for which an inventory has previously been established. These inventories shall then be subject to subsequent verification by the Office of Asset Management.

1. The Office of Asset Management (OAM) shall be responsible for establishing and announcing each physical inventory period. At the beginning of each period, the OAM shall notify, AMSI designees and school principals when to begin conducting their physical inventory via AMSI, one (1) copy of the Equipment Cover Sheet, along with specific instructions relative to taking the inventory. The sites shall then have no more than sixty (60) days in which to perform the inventory. After the site has submitted their completed physical inventory, the OAM will run a report of all missing equipment from the respective site. The inventory should result in identifying whether the items listed are still on hand. If not, proper reporting of stolen, destroyed, and/or obsolete should be made. Upon completion, the school principal/department head should then return the **original** copy of the Equipment Cover Sheet that has been signed and dated along with a justification regarding missing equipment to the OAM. In addition, any forms (*Asset Disposition Form, Break-In Theft Report, etc.*) necessary to support the discrepancies in the equipment listing should also be included. The school principal/department head should retain an itemized copy of all missing equipment along with a copy of the Equipment Cover Sheet for their property files. Please refer to pages 64-72 of the **AMSI User's Manual** to conduct the physical inventory for equipment.
2. Periodic inventory verifications may be arranged by the OAM with the departmental head. To the extent possible, these verifications shall be arranged at mutually agreeable times. They shall be conducted by a representative of the OAM with the assistance of the principal/department head and/or other staff members will be required. If the verifications indicate that the inventory was inadequate, then this matter will be reviewed with the OAM. Unresolved discrepancies will be reported to the Division of Internal Auditing.
3. If at any time, District owned equipment is removed from the premises for purposes relating to the performance of one's duties, it shall be required that permission in writing from the appropriate Department head is secured prior to said removal. This permission shall include, but not be limited to, the description of the equipment, condition, manufacturer's serial number (if applicable) and the SCS ID Tag Number. It shall be retained by the departmental head subject to verification by the OAM.



# **Inventory Management Procedures**

## **Section IV – Federal Programs**

### **NCLB – Exceptional Children – Careers & Technology**

#### **Overview:**

Federal programs such as NCLB, Exceptional Children (SPEC) and Careers & Technology (Vocational) have special requirements in terms of asset management, particularly with regard to disposal of equipment. The procedures listed below have been jointly developed by staff from NCLB, Exceptional Children, Careers & Technology and the Office of Asset Management to guide us in appropriately managing equipment purchased with federal dollars. *(See page 10)*

#### **Purchasing:**

- A requisition to purchase new or replacement equipment must be submitted to the Office of Federal Programs and Grants, Careers & Technology and/or Exceptional Children.
- Justification lines of the requisition must indicate:
  - The program or initiative for which the equipment is being purchased
  - Staff (position) who will use the equipment
  - Method of disposition of replaced equipment, if applicable

#### **Labeling:**

- When the approved equipment is received, the equipment must be labeled immediately at the receiving site. The equipment label must identify:
  - Funding source
  - Date of purchase
  - Project year

#### **Monitoring:**

- The program or site monitor must inspect the equipment, ensure appropriate labeling and verify the replacement equipment, if applicable, has been disposed of or transferred to another approved program.
- The program or site monitor or any duly appointed representative of the district must conduct an annual inventory audit to verify location, use and labeling of NCLB, SPEC and Vocational equipment. A disposition of equipment will be submitted annually to the State Department of Education for all unusable or unneeded equipment.
- Any inventory irregularities, suspicion of theft or non-compliance will be reported to the Office of Federal Programs & Grants, Exceptional Children and/or Careers & Technology. A full and thorough audit of inventory will be conducted to bring site into compliance.
- All inventory records of NCLB, SPEC and/or Vocational equipment are tracked in SCS Equipment Inventory System (EQP) which is capable of generating reports that provide all information required under EDGAR Section 80.32, including a description of equipment, serial number, model number, purchase order number, funding source, program/project, condition of the equipment, acquisition date, original cost, disposition date and selling price.

## **Inventory Management Procedures**

### **Section V – Federal Programs**

### **Non-Public Schools (Private & Charter)**

In order to meet all federal and state guidelines regarding the tracking of equipment purchase with federal funds, procedures have been developed for fixed assets purchased for non-public schools. Section IV provides procedures for the Non-Public Schools regarding the use of fixed assets owned by the Shelby County Schools, the local education agency, from acquisition to retirement.

#### **Equipment Requirements Concerning Non-Public Schools:**

- The Shelby County Schools and/or Local Education Agency (LEA) maintain titles to and administrative control of all property, equipment and supplies.
- Equipment must have barcodes/secure labels with LEA name, Title purchased under and year of purchase.
- An accurate equipment inventory must be maintained.
- The LEA shall ensure that the equipment and supplies are placed in non-public schools.
- The equipment is used only for proper Elementary and Secondary Education Act (ESEA) program purposes; and
- The LEA must remove equipment and supplies from non-public school if —
  - The equipment and supplies are no longer needed for ESEA program purposes; or
  - Removal is necessary to avoid unauthorized use of the equipment or supplies for other than ESEA program purposes.

#### **Federal Mandates that Address Equipment Requirements:**

- **Section 80.32 (b) of EDGAR-A State [LEA]...** will use, manage and dispose of equipment acquired under a grant by the State in accordance with State laws and procedures.
- **Section 443(a) of the General Education Provisions Act (GEPA)** requires each recipient of Federal funds, such as an LEA, to keep records, which fully disclose the amount and disposition of the funds, the total costs of the activity for which the funds are used...and such other records as will facilitate an effective financial or programmatic audit.
- **USDOE Title I Monitoring Indicator 3.9—Equipment and Real Property**--The purpose of this critical element is to review the SEA's and LEA's controls over the procurement, recording, custody, use, and disposition of Title I equipment in accordance with the provisions of State policies and procedures, the No Child Left Behind Act (NCLB), the Improper Payments Information Act, standards of internal control, and any other relevant standards, circulars, or legislative mandates.

**Inventory Management Procedures**  
**Section V – Federal Programs**  
**Non-Public Schools (Private & Charter)**

**Disposition of Equipment:**

- Equipment may be disposed of with no obligation to the federal government, if ALL of the following criteria are met:
  - Equipment is no longer needed in the current program.
  - Equipment is not needed in other programs currently or previously funded by a federal agency.
  - Equipment item has a current per-unit fair market value of less than \$5,000.

**If the LEA disposed of equipment with fair market value of less than \$5,000**, the proceeds must be used to support the program for which the equipment was purchased.

**If the equipment's fair market value is more than \$5,000**, the LEA must submit a cover letter with supporting documentation as per the forms provided by the Office of Federal Programs to its NCLB field service consultant for review and submission to the Office of Federal Programs.

- Upon approval from the Executive Director of the Office of Federal Programs, the LEA may proceed with the disposition process.
- If items are to be sold after approval of the disposition, the proceeds must be used to support the program for which the equipment was purchased.
- Documentation of such sale and use for the program must be maintained.
- If authorized or required to sell property, the LEA must use proper sales procedures to ensure the highest possible return.

## **Inventory Management Procedures**

### **Section VI – Board of Commissioners**

Due to the distribution and use of assets owned by Shelby County Schools by parties other than employees, procedures for these subgroups were developed. Section III provides procedures for the Commissioners of the SCS Board of Education for use of assets owned by Shelby County Schools.

#### **PROCEDURES:**

- All furniture and equipment issued or purchased for use by the Commissioners of the SCS Board of Education must be listed on the inventory database as such.
- The secretary for the SCS Board of Education will manage the annual physical inventory of furniture and equipment assigned to the Commissioners
- The secretary will utilize the *Asset Disposition Form* for maintaining an accurate accounting of all furniture and equipment assigned to the Commissioners.
- Forms will be sent to the Office of Asset Management at 1384 Farmville Road (Loc. #223) for changes to be made in the inventory database.
- When a Commissioner separates from the Board of Education through resignation, retirement or non-reelection, all furniture and equipment must be identified.
- Commissioners separating from the Board of Education may elect to return all furniture and equipment to the secretary in the Board of Commissioners office so that the appropriate entries are made to the inventory database or to purchase all or part of the furniture and equipment at the prices set by the Office of Asset Management.
- The request to purchase furniture and equipment should be made in writing to the Office of Asset Management so that prices can be set according to standard procedures and appropriate paperwork can be completed.

## **Fixed Assets to be Tagged**

### **All items - \$5,000 & up and sensitive items listed below:**

- Camera Bodies (35mm & Digital)
- Camera Lens (200mm or larger)
- Computers and Monitors (Tagged as two (2) items)
- Computer Peripherals (External)
  - Examples: External Storage Devices, Printers, Scanners, Modem, Routers, Hubs, Switches, Smartboards, etc.
- Fax Machines
- Radio Scanners
- Spectrum Analyzer
- Television
- Two/Way Radios
- Vector Scopes
- Video Camera
- Video & DVD Recorders/Players
- Waveform Monitors
- Weapons (All)

### **SCS Exceptional Children Specific Items to be tagged:**

- Changing Tables
- Fire Escape Slides
- Communication Boards
- Hoyer Lift (Portable)
- Therapy Mat Platform
- Assistive Technology Devices

### **Other Items of Concern:**

- Laminators
- Band Instruments/Pianos
- Strings Instruments
- Leased Equipment/Copiers
- LCD Projectors
- Portable Amplifier
- Metal Detector

**IMPORTANT NOTE: A detailed list of the equipment class codes may be downloaded via Facilities webpage. Click on the “Forms and Manuals” link.**

## Shelby County Schools Asset Disposition Form

From: Charjean Elementary Loc. 2095 To: \_\_\_\_\_ Loc. \_\_\_\_\_  
(School/Division) (School/Division)

**Instructions:** This form is to be used when either transferring an asset to another location, disposing of an asset and/or reporting stolen asset. Authorization must be obtained from either the school principal and/or department head prior to an asset being transferred, disposed and/or removed from school's and/or division's inventory. **Please list furniture and equipment on separate forms.**

Indicate Type					Office Use Only			
Add <input checked="" type="checkbox"/>	Transfer <input type="checkbox"/>	Disposal <input type="checkbox"/>	Stolen <input type="checkbox"/>	Traded <input type="checkbox"/>	Date Received _____	Processed _____		
Qty.	Asset Description	SCS ID No.	Serial Number/ Model No.	Manufacturer	P.O. Number/ Accounting Code	Program/ Project	Date Purchased	Original Price
1	Printer	312709	SCNRXS37079/Q5400A	Hewlett Packard	1314979 10-73100-71000	Title I, A	02-06-2012	702.36
SAMPLE								

**School/Division Authorization**

**Receipt Authorization**

Shipper's Name \_\_\_\_\_ Date \_\_\_\_\_

Delivered by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

Receiver's Name (please print) \_\_\_\_\_

FORM NO. \_\_\_\_\_

\_\_\_\_\_

**SHELBY COUNTY SCHOOLS  
Office of Risk Management**

**School Break-In, Theft and Damage Report**

School Name: Overton High Loc. Code: 2565 Date of Theft/Damage: 07-01-13  
Police Report #: 0123456789

Check one:

The items listed below are to be replaced X yes/no\_\_\_ or are being reported for accounting purposed/no replacement Time and Date Security Notified 7-2-13 @ 8:00a.m.

The Memphis Police Department **MUST BE NOTIFIED** in **ALL** cases of burglary or loss of equipment as a result of larceny. Telephone the Office of Security Services, 416-5773, immediately upon discovery of a break-in.

**This report is to be completed and submitted to the Office of Risk Management, Fairview Administration, Loc. 279, no later than the first school day following the discovery of the loss.**

TYPE INCIDENT	EQUIPMENT LOSS			Other Information		
	Detailed Description (Size, Brand, Desktop,etc)	Serial # & Model #	Current/ Replacement Value	Vendor name, if not found on Procurement Webpage	Contact Person	Room#Loc.
Burglary	IBM Thinkpad Laptop	S# ZYX-1234 & M# R60	1200.00	Unistar Sparco	Jan Doe	Main Office
<b>SAMPLE</b>						

- Under "Type Incident" indicate Burglary (break-in); Larceny (theft during schools hours); Arson, Vandalism and Damage due to water, fire or other causes (State cause).
- Any loss that is not in the preceding four categories should be listed as "other Costs" with an appropriate explanation. Repainting or cleaning costs as a result of vandalism should be listed under "other costs".

Comments: \_\_\_\_\_

Duplicate form as needed  
Revised 11/06

Principal's Signature \_\_\_\_\_

Send copy of completed form to Security Services, Room 145

# SHELBY COUNTY SCHOOLS FURNITURE DISPOSITION FORM

**INSTRUCTIONS:** THIS FORM IS TO BE USED TO ADD, TRANSFER FURNITURE FROM ONE LOCATION TO ANOTHER OR DISPOSAL. PLEASE INDICATE UNIT COST FOR **NEW** FURNITURE ONLY. AUTHORIZATION MUST BE OBTAINED FROM THE SCHOOL PRINCIPAL, DEPARTMENT AND/OR DIVISION HEAD PRIOR TO BEING TRANSFERRED, DISPOSED OR REMOVED FROM THE SCHOOL'S/DIVISION INVENTORY.

LOCATION NAME Sheffield High LOC. 2660

PRINCIPAL'S SIGNATURE \_\_\_\_\_

ADD  DISPOSAL  TRANSFER TO LOC. NAME/CODE \_\_\_\_\_

<u>QUANTITY</u>	<u>CLASS NO.</u>	<u>CLASS DESCRIPTION</u>	<u>UNIT COST</u>
<u>5</u>	8001	DESK, TEACHERS METAL	_____
_____	8002	DESK, TEACHERS WOOD	_____
_____	8003	DESK, STUDENTS W/ARM METAL	_____
_____	8004	DESK, STUDENTS W/ARM WOOD	_____
_____	8005	DESK, PRINCIPAL/ADMIN METAL	_____
_____	8006	DESK, PRINCIPAL/ADMIN WOOD	_____
_____	8007	DESK, SECRETARIAL METAL	_____
_____	8008	DESK, SECRETARIAL WOOD	_____
_____	8009	DESK, METAL W/ INTERCOM	_____
_____	8010	DESK, BOOK BOX	_____
_____	8011	DESK, TWO-STUDENT	_____
_____	8012	DESK, LIBRARY CIRCULATION	_____
_____	8013	DESK, PORTABLE	_____
_____	8014	CHAIR, MUSIC W/ ARM	_____
_____	8015	CHAIR, STACK PLASTIC	_____
_____	8016	CHAIR, SECRETARIAL	_____
_____	8017	CHAIR, PRINCIPAL/ADMIN METAL	_____
_____	8018	CHAIR, PRINCIPAL/ADMIN WOOD	_____
_____	8019	CHAIR, ARM CHROME	_____
_____	8020	CHAIR, OVERSTUFFED	_____
_____	8021	CHAIR, SWIVEL OR OTHER	_____
_____	8023	CHAIR, FOLDING	_____
_____	8024	CHAIR, METAL	_____

**SAMPLE**