



**PROPERTY MANAGEMENT DEPARTMENT
INVENTORY DISCREPANCY FORM**

A verified property record report must be attached with this form
Email propertymanagement@leonschools.net with questions.

Please include any documentation
necessary for further explanation.

ATTACHMENTS INCLUDED YES / NO

_____ Fiscal Year Submitted For

INSTRUCTIONS: Complete & submit this form to Property Management by June 30th of the current fiscal year or after any administrative change.

From: _____
School / Department Cost Center # Date of Submission

Please remove equipment listed below from inventory. The reason for removal must be listed for each item.
Do not list equipment previously reported on a Transfer Of Property form.

Name of Item	P. C. #	Serial Number	Reason for Removal (explain in detail)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The equipment listed below **does not appear** on the property record and **should be added**.

P. C. #	Serial Number	Description	Location		Date Rec'd	Cost
			Bldg #	Rm #		
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

This is to certify that a complete inventory (100%) has been made of all equipment assigned as of _____
The property record has been dated and initialed for each item on the printout. All equipment, except as listed above, has been accounted for.

Signature Title Date