



# PROPERTY MANAGEMENT DEPARTMENT INVENTORY DISCREPANCY FORM

A verified property record report must be attached with this form  
Email [propertymanagement@leonschools.net](mailto: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 30<sup>th</sup> 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