Title I School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Purchase Order Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Principal or Designee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inventoried By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cost Center: 9455 School Number: \_\_\_\_\_\_ Number of Items: \_\_\_\_\_**

**Directions Please ensure the following has been completed:**

 **\_\_\_ The principal or designee has filled in the appropriate information and signed the form**

 **\_\_\_ Purchase Order is attached to this form \_\_\_ Invoice is attached to this form**

 ***\_\_\_* Copy submitted to Title I  *\_\_\_* 2 copies submitted to Property Management Office**

 **\_\_\_ A copy has been placed in the school’s Inventory File**

**Items $200 or more must be listed. Please list only 10 items per form.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **P C Number** | **Serial Number** | **Unit Cost** | **Description: Brand, Model, etc.** | **Location****Building - Room**  |
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Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Value for all items received $ \_\_\_\_\_\_\_\_

Vendor Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Warranty Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Budget Account No. Items Funds Function Object Center Project Program