

Hamburg School District

New Inventory Control

DATE _____ SCHOOL _____

TEACHER _____ ROOM # _____

NEW INVENTORY (New to the district and never on inventory)

Description _____

Make _____ Model _____

Serial # _____

Year Purchased _____

***If the new piece of equipment has an inventory sticker on it please write that number here _____.**

THIS **MUST** BE COMPLETED ANYTIME THERE IS ANYTHING NEW ADDED TO YOUR INVENTORY.

RETURN TO INVENTORY CONTROL IN THE CENTRAL OFFICE