

# Stark County ESC Equipment Inventory Form

Treasurer's Office

SCESC ID #/Barcode
--------------------

1. Affix the SCESC ID# tag in an easy access area. Make sure that the bar code matches the label # already placed on this form.
2. Complete ALL areas highlighted below.
3. RETURN TO THE TREASURER'S OFFICE.

<b>EQUIPMENT</b>	
Description	
Model	
Vendor	
Staff/Dept	
Location	
Serial #	
Warranty Info	
Received By	

<b>PURCHASING INFORMATION</b>					
PO Date		Inv Date		Ck Date	
PO Number		Invoice #		Check #	
Budget A/C		Purchase Month		Cost	

<b>TRANSFER INFORMATION</b>					
Tag #		From Location		Rm #	
		To Location		Rm #	
Signature				Date	

<b>DISPOSAL INFORMATION</b>				<input type="checkbox"/> Disposed
Reason for Disposal				
Estimated Repair Cost				
Method of Disposal				
Replacement Requested? <small>Yes/No</small>		Replacement Equipment Estimated Cost?		
Replacement Equipment Description				
Signature of Director		Date		
Signature of Superintendent		Date		
Per Stark County ESC Policy DN				