

**MAURY COUNTY PUBLIC SCHOOLS
EQUIPMENT INVENTORY ACTION REQUEST**

Each item with a MCPS inventory number must be on a separate form

School/Location No.: _____

Acquisition Date: _____

Property Custodian: _____

Purchase Order No.: _____

Request Completed By: _____

Cost: _____

***Invoice must be attached if applies**

Instructions: Mark an "X" on the appropriate line below for type of action requested and attach all other information as required.

_____ New Inventory
(Tag No. Required)

_____ Dismantle for Parts
(Approval Required)

_____ Scrap or Surplus
(Approval Required)

_____ **Interdepartmental Transfer
(Between Departments or Rooms)

_____ Theft Report
(Attach Police Report)

_____ ***Location Change
(Between School/Locations)

_____ Other (Explain) _____

Item/Description: _____

Make/Model: _____

Serial No: _____

Room No: _____

MCPS Inventory No: _____

School Inventory No.: _____

Condition of Equipment: _____

****If Interdepartmental Transfer is Checked:**

From (Department/Room): _____

To (Department/Room): _____

*****If Location Change is Checked:**

From (School/Location No.): _____

To (School/Location No.): _____

Signature and Date of Person Responsible for Receiving Items:

(Signature Required)

(Date Required)

For Maury County Office Use Only:

New Inventory:

Date Item Tagged: _____

Surplus Inventory:

Date BOE Approved for Disposal: _____

Date Sold/Scrapped: _____

Date Entered/Removed from Database: _____

(Initials)