

# Inventory Addition Form

**A**

New to Building (transferred from another building)

Tag # \_\_\_\_\_

Description \_\_\_\_\_  
\_\_\_\_\_

Building & Room Item Came From \_\_\_\_\_

Staff Member Signature \_\_\_\_\_

Principal Signature \_\_\_\_\_

\* OR \*

**B**

New to District

P.O. # \_\_\_\_\_

Description, Model, & Serial # \_\_\_\_\_  
\_\_\_\_\_

Building & Room Assigned \_\_\_\_\_

Principal Signature \_\_\_\_\_

Assigned Tag # \_\_\_\_\_

Copies to: Building, Treasurer's Office, Building (completed with assigned tag #)