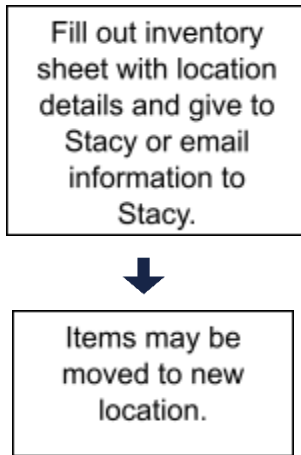
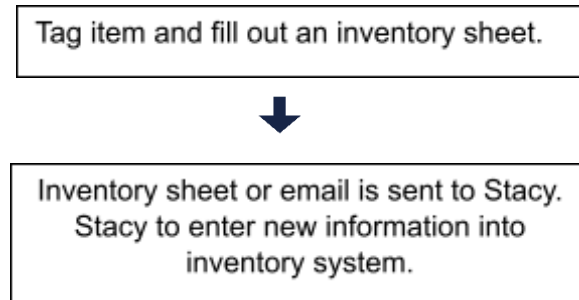


Inventory Tracking Process

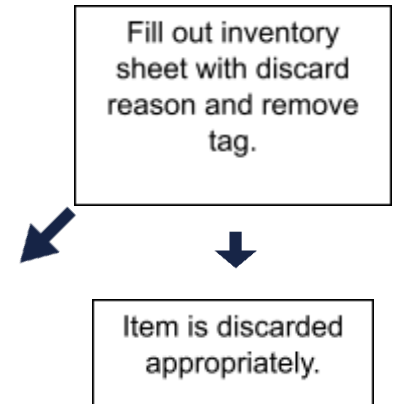
Relocating Items:



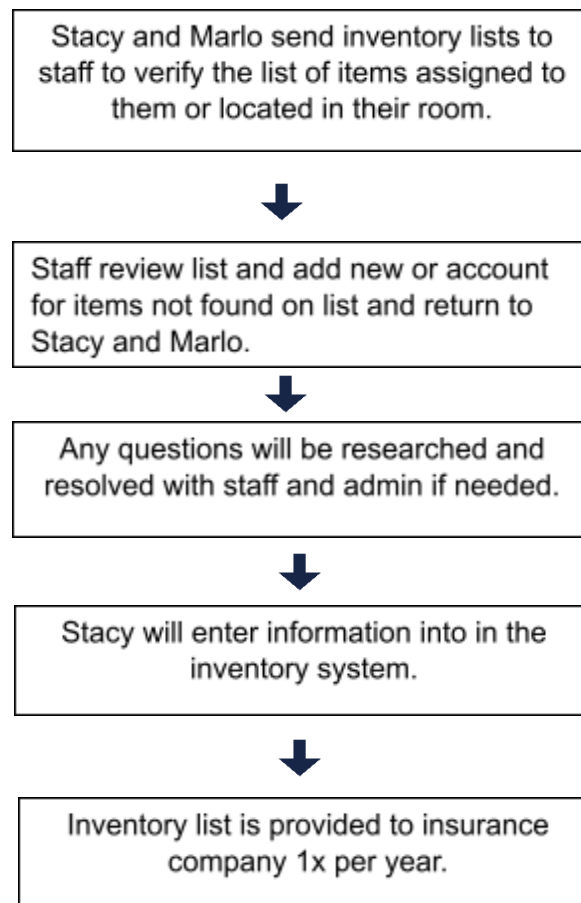
New Items:



Discarding Items:



Start of School Year



Inventory Routing Slip

Item type _____ Tag # _____ PO # _____

Vendor _____ Account # _____

Description _____ Unit Price _____

Model # _____ Serial # _____

Invoice # _____ Invoice Date _____ Dept. _____

Fiscal Year _____ Person Responsible _____

Location Changed From: _____ To: _____ Date _____

Discarded Reason _____ Date _____

Date routed to Administrative Assistant _____

For Items 500.00 and above: Date routed to Business Office _____

hool Year