Wayne County School District **E-Form CIR**

Campus Inventory Report **Page # _____ of _____**

School Year: _____ **Inventory Date: _____**

School: _____ Wing / Building: _____ Room: _____

District Employee Name: _____ (Number / Name)

Item Description (OK to include add't info)	QTY	Description/Size/Type/Notes	Condition	Ownership
			Ex,Good,Poor	School/Personal
			(E, G, P)	(S, P)
Teacher or Executive Desks (indicate type / size)				
Teacher or Executive Chairs (indicate type)				
Teacher Podium / Lectern				
Student Desks (1 pc, chair/desk top combo)				
Student Desks (free-standing)				
Student Chairs				
Other Chairs / Stools (indicate type)				
Activity Tables (shape, size, e.g., kidney-6', rect-4')				
Computer Tables (size,type, e.g., 1 person, 2 person)				
Other Tables (shape,size, type, e.g., folding-8',round-4')				
Bookcases (indicate approx length / shelf count)				
Storage Cabinets (size, shelf count, locking)				
File Cabinets (drw qty/size, e.g., 2 drw-legal, 4 drw-letter)				
Stands or Carts (type, e.g., projector, tv, book, storage)				
Smart Boards (indicate wall mounted or stand)				
Dry Erase / Chalk Boards (indicate type and Size)				
Bulletin Boards (indicate size)				
1 Lot Misc room/wall décor (see below, est value)	1	$		
(pictures,artwork, photos,posters, mirrors, vases,figurines, lamps, clocks, coat racks, flags, etc.)				
1 Lot Misc office/room supplies (see below,est value)	1	$		
(paper, staplers, tape dispensers, hole punches, pens/pencils, markers, erasers, desk top file trays, power supplies, ext cords, waste cans)				
Electrical Equipment or Appliances - Below				
Computers (not fixed assets)				
Computer Monitors (not fixed assets)				
Printers (not fixed assets)				
Calculators (indicate type, desk top or hand held)				
Televisions (not fixed assets, indicate size)				
CD/DVD/VCR Players/Radios (not fixed assets)				
Other Items:				
Add detail sheet(s) for continuance, include page number(s)				

Wayne County School District **E-Form CIR-C**

Campus Inventory Report - Detail Continuation Sheet **Page # _____ of _____**

School Year: ______________________________ **Inventory Date: ________________________**

School: _______________________________ Wing / Building:______________________ Room: __________________

District Employee Name: ____________________________________ **(Number / Name)**

Item Description (OK to include add't info)	QTY	Description/Size/Type/Notes	Condition	Ownership
			Ex, Good, Poor	School, Personal
			(E, G, P)	(S, P)
Add detail sheet(s) for continuance, include page number(s)				