

Campus Inventory Report

School Year: \_\_\_\_\_

Inventory Date: \_\_\_\_\_

School: \_\_\_\_\_

Wing / Building: \_\_\_\_\_

Room: \_\_\_\_\_

District Employee Name: \_\_\_\_\_

Item Description	Quantity	Indicate Condition	Indicate Property Ownership
		(Excellent, Good, Fair, Poor)	(School or Personal)
Teacher Desks			
Student Desks (free-standing)			
Student Desks (chair/desk top combo, 1 pc)			
Teacher Chairs			
Student Chairs			
Other Chairs (indicate type)			
Stools			
Activity Tables (indicate type)			
Other Tables (indicate type)			
Computer Tables			
Computer Monitors (not fixed assets)			
Hand Held Calculators (not fixed assets)			
Bookcases (indicate approx length / shelf qty)			
File Cabinets (indicate drawer qty)			
Storage Cabinets			
Dry Erase Boards (indicate Size)			
Trash Cans			
Wall Clocks			
Signage or Pictures (indicate type)			

