CLASSROOM INVENTORY LIST

SCHOOL YEAR _____ - _____

Faculty/Staff: Please complete the following form on inventory in your room. List all equipment (include TVs, DVD players, computers, etc). List major furniture items. Complete all columns to the best of your knowledge. SERIAL NUMBERS MUST BE RECORDED ON EVERY ITEM THAT HAS ONE! If the item has one of the Scranton Schools silver inventory identification tags on it, please report it in the correct column as well. You may also write a list of major supplies that you have in your possession for insurance purposes, but please write these on a separate sheet and label the list as supplies. Remember to keep a copy of this form for you to make necessary changes throughout the year, which will make this process easier the following year. Any items that you get rid of or move to another location must be recorded on the attached "Record of Deletion" sheet. Your cooperation is appreciated!!

Quantity	Item Description	Brand/Make	Model	Serial Number	School ID Number	Approx Cost	Date of Purchase

Name _____ Room Number _____ Building _____ Date _____