

Physical inventory count sheet for items to be moved to storage. Please complete form and attach signed form to front of box. Submit duplicate of completed form to Business Office.

Teacher/Staff		Grade	*Date
Principal			Date

[illegible]

\* Items will be stored for \_\_\_\_\_ months/year/s. If not retrieved by \_\_\_\_\_ months/year/s of the above date. Items will be disposed of following district policies.