

**GRANT PARISH SCHOOL BOARD  
PROPERTY INVENTORY  
ONLY ONE ITEM PER SHEET**

**ADD NEW PROPERTY:**

TAG#	
DESCRIPTION	
PO #	
LOCATION	
SERIAL#	
MAKE	
MODEL	
ASSIGNED TO:	
NOTES	
PURCH DATE	
POST PERIOD	
AMOUNT	
CHECK #	
VENDOR	
CLASS--SUBCLASS	
SALVAGE VALUE	

FUND SOURCE	
EXPENSE ACCT	
DEPREC ALLOC.	
C/O INIT./DATE	

**DISPOSE OF PROPERTY:**

TAG #	
DESCRIPTION	
DATE OF DISPOSAL	
TYPE OF DISPOSAL	
1. DISCARD	
2. SOLD	
3. STOLEN	
4. TRADED-IN	
VALUE RECEIVED	
DISPOSED TO	
COMMENTS	
PRINC. SIGN./DATE	
C/O INIT./DATE	

**RE-TAG PROPERTY**

OLD TAG#	
NEW TAG#	
C/O INIT./DATE	

**PROPERTY LOCATION CHANGES**

TAG #	
DESCRIPTION	
OLD LOCATION	
NEW LOCATION	
PRINC. SIGN/DATE	
C/O INIT./DATE	

Asset Value \_\_\_\_\_