

INVENTORY CONTROL

EQUIPMENT ACQUISITION FORM (EAF)

Richland Parish School Board

(Submit to Central Office Receiving)

Note: THIS FORM IS TO BE USED WHEN TRACKABLE EQUIPMENT IS PURCHASED AT THE SCHOOL LEVEL. It is used to document the purchase of furnishings to be included in the master inventory list. It is the responsibility of the school to insure that this form is completed and forwarded to the Central Office Receiving so that a property tag may be assigned and attached to this equipment.

SCHOOL _____ DATE _____

NAME OF PERSON COMPLETING FORM _____

ROOM# _____ ROOM NAME _____

TEACHER'S NAME _____

DESCRIPTION _____

MFG. _____ MODEL # _____ QTY. _____

SERIAL # _____ ACTUAL COST _____

PURCHASE DATE _____ PO # _____

INVOICE # _____ CHECK # _____

FUNDING CODE _____

FOR INVENTORY CONTROL USE

DATE RECEIVED _____ DATE RECORDED INTO INVENTORY _____

NOTES _____
