

**ELECTRONIC INVENTORY LOG SHEET**☐

New Items

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To \*Surplus

☐

\*Redeployment from \_\_\_\_\_ to \_\_\_\_\_

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

Teacher Name: \_\_\_\_\_

School	Rm	GSD Inventory #	Description	Condition (Good, Fair, Poor)	Make	Model	Model #	Serial #	Purchase Date	PO	Cost	Funding Source*

\* If surplus, needs Principal's signature \_\_\_\_\_/Date \_\_\_\_\_ \*Redeployment means "relocated, moved to and from"