

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

Req. by: \_\_\_\_\_

**TALBOT COUNTY PUBLIC SCHOOLS**  
**FinancePlus - Inventory Update Form**

ASSET ID \_\_\_\_\_

Indicate what is to be changed on the inventory:      \_\_\_\_\_ Add      \_\_\_\_\_ Delete

1. Description \_\_\_\_\_

2. Category \_\_\_\_\_

3. Dept \_\_\_\_\_

4. Location \_\_\_\_\_

5. Status \_\_\_\_\_

6. Date Acquired \_\_\_\_\_

7. Vendor ID \_\_\_\_\_ 8. Vendor \_\_\_\_\_

9. Manufacturer \_\_\_\_\_

10. Model \_\_\_\_\_ 11. Serial No \_\_\_\_\_

12. Room \_\_\_\_\_

13. PO# \_\_\_\_\_ 14. Check # \_\_\_\_\_

15. Quantity \_\_\_\_\_ 16. Cost per Unit \_\_\_\_\_

17. Source of Funds \_\_\_\_\_ (IN-institution, DO-donated, BL-block grant, ST-state, FD- federal)

18. Depr Life \_\_\_\_\_

19. Condition \_\_\_\_\_ (New; Used – excellent, good, fair, poor)

20. Function \_\_\_\_\_ (INST-Instructional, ADMIN-Administrative, OPER-Operational)

21. Budget Unit \_\_\_\_\_ PCT \_\_\_\_\_ Amount \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

22. Comments:

Entered by \_\_\_\_\_ Date \_\_\_\_\_