

# Local School Monthly Inventory Report

School: \_\_\_\_\_

Month Ending: \_\_\_\_\_

\_\_\_\_\_ This school has new inventory or fixed assets to report this month.

Total of new items added this month: \$ \_\_\_\_\_

\_\_\_\_\_ This school has no new inventory or fixed assets to report for this month.

\_\_\_\_\_  
**Bookkeeper Signature**

\_\_\_\_\_  
**Date**

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## **Guidelines for Coding Equipment for Inventory Purposes**

To determine if an items should be coded 490-499 and placed on inventory, please answer the following questions:

1. Will the item maintain its original shape in use?
2. Is its life expectancy more than one year?
3. Can it be repaired if needed?
4. Does it cost less than \$5,000?

If you answered "YES" to all four questions, then use one of the following codes and make sure that your inventory contact places the item on inventory.

- 491 Instructional Equipment
- 492 Furniture and Fixtures
- 493 Non-Instructional Equipment
- 494 Audio/Video Equipment
- 495 Computer Hardware
- 496 Library/Media Equipment
- 497 Laboratory Equipment
- 498 Athletics and Physical Ed Equipment
- 499 Other Equipment

If you answered "NO" to any question 1-3, then use one of the "supplies" codes.

If you answered "NO" to question 4, then use a fixed asset code (object code 500-599) and send the information to CSFO to be put on fixed asset inventory at Central Office.