

## Additions to Equipment Inventory

This is an **urgent** request for information to complete inventory. Please take a few minutes to attach inventory tag to item. For computers, check the system service tag, it must match with list, before attaching property number. For desktop, put in back of tower on metal. For laptop, put on underside stationary area. Next fill in all blank lines, and then send back to Tonopah District Office **within one week**.

1. Vendor

P. O. #

2. Item description

3. Model #

4. Serial # or System Service Tag

5. Site Location

6. Room Location

Inventory No. NC

Date sent to school/department

I have affixed inventory tag to item.

Sign

- Admin Computer(s)
- District Computer(s)
- Lab Computer(s)
- Staff Computer(s)
- Student Computer(s)
- Teacher Computer(s)
- Laptop(s)
- Charging Cart(s)
- Network Equipment