

Eaton Community Schools
INVENTORY CHANGE REPORT & DONATION REPORT
 (Building principal shall prepare and sign report then forward to Superintendent's Office.)

Building/Area _____

Date _____

Qty.	District Tag No. Show all digits	*For donations, please specify who the donation is from and the item or dollar amount. Description. BE SPECIFIC. Include brand name, model #, serial #, dimensions, etc.	Date Acquired/ Date of Deposit	Check to indicate what action is to be taken.				
				Permanent Transfer <input type="checkbox"/>		*Disposal <input type="checkbox"/>		Donation or Addition <input type="checkbox"/>
				Indicate room number or area. From	Indicate room number or area. To	Can no longer be used. (Indicate where item is located so maintenance can find for removal.)	Item was lost or stolen.	Which Building, Group or Organization will use donation? What account is donation to be deposited into?

Date received by Superintendent's Office	_____
Date disposal approved by Board	_____
Date donation accepted by Board	_____
If disposal, date Maintenance reviewed	_____
Date received by Treasurer's Office	_____

 Signature of Building Principal/Supervisor Date

***NOTE: NO DISTRICT-OWNED PROPERTY SHALL BE DISPOSED OF WITHOUT PRIOR APPROVAL OF THE BOARD OF EDUCATION.**