B-171
1/03

EDMONDS 15 SCHOOL DISTRICT

EDMONDS SCHOOL DISTRICT
EQUIPMENT INVENTORY TRANSACTION

Transaction Code
1. Surplus
2. Transfer
3. Theft/Vandalism
4. Trade-In

Condition Code
1. New
2. Good
3. Poor
4. Broken

This form **MUST** be complete when submitted or it will be returned unprocessed.
The signature of the site inventory control representative is required.
Transaction code and condition code are required.
Do Not attach sheets with the information to this form, all information must be on a B-171.
Keep only the goldenrod copy of this form for your records.

FROM LOCATION _____ **TO LOCATION** _____

Sub-Location _____ Sub-Location _____

Contact Person _____ Phone No. _____

Building Approval _____ Date _____

❑ Disposal ❑ Transfer ❑ Loss/Theft/Vandalism Hauling Required? ❑ Yes ❑ No

Warehouse Instructions _____

_____

_____

Transaction Code	Bar Code Number	Item Description	Serial Number	Condition Code

Warehouse Approval ❑ Yes ❑ No Signature _____

Inventory Use Only

Posted By _____ **Date** _____

White, Yellow and Pink: Inventory Control Goldenrod: School/Department