

Kansas City, Kansas School District  
625 Minnesota  
Kansas City, Kansas 66101



## Equipment Inventory Update Form

Please return to Mary Kay Graham, Business Office

### **NEW EQUIPMENT:**

1. Place a bar code label on your **new** piece of equipment.
2. Complete the applicable information requested below regarding this piece of equipment.
3. Return the form to the Business Office, Attention: Mary Kay Graham

Facility/Location \_\_\_\_\_  
Building \_\_\_\_\_ Room No. \_\_\_\_\_

Date Acquired \_\_\_\_\_ Purchase Order No. \_\_\_\_\_

Description \_\_\_\_\_

Manufacturer \_\_\_\_\_

Model No. \_\_\_\_\_ Serial Number \_\_\_\_\_

**Bar Code Number** \_\_\_\_\_

### **DISPOSAL OF EQUIPMENT:**

Facility/Location \_\_\_\_\_  
Building \_\_\_\_\_ Room No. \_\_\_\_\_

Date Taken Out of Service \_\_\_\_\_

Reason for Disposal \_\_\_\_\_

Method of Disposal \_\_\_\_\_

**Bar Code Number** \_\_\_\_\_

**Principal/Director Signature** \_\_\_\_\_