NON-CAP INVENTORY LISTING CERTIFICATION

EACH SCHOOL AND DEPARTMENT IS REQUIRED TO MAINTAIN A LISTING OF ALL

ITS INVENTORY THAT IS NOT ON CAPITAL ASSETS. THIS SHOULD BE MAINTAINED

BY ROOMS AND UPDATED EACH TIME A NON-CAP ITEM IS PURCHASED OR WHEN

NON-CAP ITEMS HAVE BEEN SUBMITTED AND APPROVED FOR DISPOSAL.

SIGN BELOW WHEN THIS INVENTORY LIST HAS BEEN VERIFIED FOR THE

2017-2018 SCHOOL YEAR AND RETURN THIS FORM TO THE BUSINESS OFFICE.

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 PRINCIPAL / ADMINISTRATOR DATE

DO NOT SEND A COPY OF YOUR NON-CAP INVENTORY UNTIL REQUESTED TO DO

SO.