

## CLASSROOM INVENTORY FORM PROCEDURE

The purpose of the Classroom/School Inventory Form is twofold – one to account for all bar coded items in the classroom at the end of the school year and as a reference for the beginning of the next school year. Secondly for insurance purposes in case of a fire at the school or computer shut down.

The inventory form will be completed online and emailed to the Illinois Conference Office of Education [edsec@ilcsda.org](mailto:edsec@ilcsda.org) . No signature is required if the form is submitted via email.

### **Procedure:**

**Room Number / Location:** Enter the room number or location of the inventoried items.

**Signature:** Signature of the person performing the inventory.

**Description:** A brief description of the equipment. If it has an ISBN code, model number, please include. Add remarks underneath the line if the item is broken or has missing parts, etc. Make sure you include your student desks, chairs, credenza, file cabinets, etc.

**Condition:** Brand New, Used, does not work, Broken, etc.

**Reminder:** All technology equipment NOT purchased by an employee using personal funds is considered the property of the School including that which was obtained through grants or the conference, etc. As such all must be placed on the school inventory and may not be taken home over the summer.