

Furniture/Equipment Inventory Property Report: Addition/Correction



Department of Materials Management
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 234-18
March 2018

School/Office/Dept. Name: _____

Location code: _____ Room # _____

Property Description: _____

Manufacturer: _____

Model: _____ Serial # _____

Income Source (check) appropriate):

Purchasing Card Check Donation

Independent Activity Fund

Dollar Value: \$ _____ Date Paid: ____/____/____

Purchase Order # _____ Check # _____

Signature, Principal/Account Manager

____/____/____
Date

FOR DEPARTMENT OF MATERIALS MANAGEMENT USE:

Assigned Barcode # _____

Date Posted: ____/____/____