

ANNUAL  
INVENTORY CHECKLIST

- Yes No Have you verified inventory in each room of your school?
- Yes No Has an Equipment Verification Form been updated for each employee?
- Yes No Have you located all items listed on your inventory?
- Yes No If No, have you attached a FIND list with a statement of your efforts to locate the items?
- Yes No Have you submitted all deletion or transfer forms?
- Yes No Do you have surplus items that need to be picked up?

This certifies that all inventory for \_\_\_\_\_  
School Name

has been completed and is up to date as of \_\_\_\_\_.  
Date

\_\_\_\_\_  
Fixed Asset Secretary Print

\_\_\_\_\_  
Principal Print