# New York City Department of Education

## Annual Equipment Inventory List

(see instructions on reverse)

Page _____ of _____

THIS FORM MAY BE COPIED

| SCHOOL/OFFICE | DISTRICT | PREPARED BY | SIGNATURE OF SCHOOL/OFFICE HEAD | DATE |
|---|---|---|---|---|
| | | | | |

| LOCATION* | | ITEM/DEVICE* DESCRIPTION | MANUFAC* TURER | MODEL* | SERIAL* NUMBER | * I/A | COND ITION * | ORDER DATE | ORDER* NUMBER | FUND ING ** | COST* | * Department (if applicable) | Disposition of Item* (if applicable) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| IN USE | STORED | | | | | | | | | | | | |
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* Columns marked with an asterisk must be filled in.

BA/OMS 8217 (3/93) ba d12

**** The full title of this column is: "*Funding Source/Quick Code.*" This column is also a MANDATORY field.**