

**MAURY COUNTY PUBLIC SCHOOLS  
EQUIPMENT INVENTORY ACTION REQUEST**

*Each item with a MCPS inventory number must be on a separate form*

School/Location No.: \_\_\_\_\_

Acquisition Date: \_\_\_\_\_

Property Custodian: \_\_\_\_\_

Purchase Order No.: \_\_\_\_\_

Request Completed By: \_\_\_\_\_

Cost: \_\_\_\_\_

**\*Invoice must be attached if applies**

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Instructions: Mark an "X" on the appropriate line below for type of action requested and attach all other information as required.

\_\_\_\_\_ New Inventory  
(Tag No. Required)

\_\_\_\_\_ Dismantle for Parts  
(Approval Required)

\_\_\_\_\_ Scrap or Surplus  
(Approval Required)

\_\_\_\_\_ **\*\*Interdepartmental Transfer**  
(Between Departments or Rooms)

\_\_\_\_\_ Theft Report  
(Attach Police Report)

\_\_\_\_\_ **\*\*\*Location Change**  
(Between School/Locations)

\_\_\_\_\_ Other (Explain) \_\_\_\_\_

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Item/Description: \_\_\_\_\_

Make/Model: \_\_\_\_\_

Serial No: \_\_\_\_\_

Room No: \_\_\_\_\_

MCPS Inventory No: \_\_\_\_\_

School Inventory No.: \_\_\_\_\_

Condition of Equipment: \_\_\_\_\_

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**\*\*If Interdepartmental Transfer is Checked:**

From (Department/Room): \_\_\_\_\_

To (Department/Room): \_\_\_\_\_

**\*\*\*If Location Change is Checked:**

From (School/Location No.): \_\_\_\_\_

To (School/Location No.): \_\_\_\_\_

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Signature and Date of Person Responsible for Receiving Items:

\_\_\_\_\_  
(Signature Required)

\_\_\_\_\_  
(Date Required)

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**For Maury County Office Use Only:**

New Inventory:

Date Item Tagged: \_\_\_\_\_

Surplus Inventory:

Date BOE Approved for Disposal: \_\_\_\_\_

Date Sold/Scrapped: \_\_\_\_\_

Date Entered/Removed from Database: \_\_\_\_\_

\_\_\_\_\_  
(Initials)