Inventory Records

Inventory records need to be maintained and updated on a regular basis for all equipment purchased with any federal fund. A physical inventory of equipment must be taken and the results reconciled with property records at least once every two years.

Inventory records must be maintained to include the following information:

_					Serial Number or				
Program					other				
Funding the	Description of	Purchase	Purchase	Purchase	Identification	Physical Location of	Condition of	Date of	Sale
Purchase	ltem	Order #	Price	Date	Number	ltem	ltem	Disposal	Price

An Equal Employment/Educational Opportunity Agency

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201

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