EQUIPMENT PURCHASE FORM

Item Description_____

School_____ **Room#** _____ **Teacher** _____

P.O.# _____ **P.O. Date** _____

Invoice#_____ **Date**____/____/____**Paid with Check#**_____**Check Date** ____/____/____

Acquired (Circle One) **New** **Used** **Donated** **Date Received**____/____/____

Purchase Price $_____ **Fund**_____ **Expenditure Code**_____

Inventory Control Group (Tag #) _____

Manufactured By (Brand Name) _____

Model_____ **Serial#** _____

Vendor _____

Additional Information _____

_____

_____
Signature of Purchaser **Date**

_____ **Added to Inventory** ____/____/____
Signature of Property Custodian **Date**