

FURNITURE INVENTORY

SCHOOL _____

Directions: List only school-owned equipment. Indicate if item was new or used when obtained. If purchase cost is unknown, estimate and put an * by the amount. Keep one copy in the school file and give one to the school treasurer or school board chair, **AND** one to the Conference Education Department.

Furniture Type	Date of Purchase	Cost	New/Used	Quantity

* Please complete at the end of each school year and keep in your local files till following school year is inventoried.