

SCHOOL BOARD OF ST LUCIE COUNTY  
INVENTORY RECONCILIATION - MISSING

School/Department \_\_\_\_\_ Date \_\_\_\_\_

The Following equipment cannot be located at this time. Should  
The missing equipment be found at a later date, Property and  
Inventory Control Specialist will be notified by memorandum  
stating when the equipment was found, building number, room  
number, etc.

Asset or Property # \_\_\_\_\_

Description \_\_\_\_\_

Brand / Make \_\_\_\_\_

Serial Number \_\_\_\_\_

Original Cost \_\_\_\_\_

Date of Report \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_

Property and Inventory Control Specialist

\_\_\_\_\_

Approval Date (Stamp) \_\_\_\_\_

White:

Canary:

PRR0006