

PINELLAS COUNTY SCHOOLS  
**SIGNATURE SHEET INVENTORY**

The Signature Sheet Inventory is maintained by the bookkeeper **perpetually**. It is the bookkeeper’s responsibility to see that **all** information is properly recorded and kept available for audit. The **individual** checking out a signature sheet **must sign the inventory form**.

DATE ISSUED	SIGNATURE SHEET#	NAME OF ACCOUNT	ACCOUNT NUMBER	PURPOSE OF COLLECTION	TEACHER/SPONSOR (signature)	DATE RECEIVED	DATE REISSUED	DATE RETURNED

SCHOOL NAME: \_\_\_\_\_  
 PCS Form 3-2905 (Rev. 11/24)  
 Revision Date 11/25

Category Y  
 CC# 5320