

PINELLAS COUNTY SCHOOLS  
**CHARTER SCHOOL TANGIBLE PROPERTY INVENTORY REPORT**

**Instructions:**

1. Perform an annual physical inventory of all equipment with an original cost of \$200.00 or more.
2. Complete the report and submit via email to the Property Records Department & Charter Schools & Home Education Department.
3. Deadline to submit report is no later than **October 30th**.
4. Include an electronic spreadsheet of all inventory items. Details must include: item description, serial number, tag id #, building number, room number, original cost, invoice number, and funding source

Auditing & Property Records (727) 588-6228

Charter Schools & Home Education (727) 588-6209

Charter School Name: \_\_\_\_\_

Administrator Name: \_\_\_\_\_

Date of Inventory: \_\_\_\_\_

Name of personnel who conducted physical inventory: \_\_\_\_\_

Total number of items in previous year's inventory		
Total cost of previous year's inventory		\$
Total number of items Added this year		
Total cost of items added		\$
Total number of items Deleted this year		
Total cost of items deleted		\$
Total number of items in Current Inventory		
Total cost of current inventory		\$

Number of deleted items that were missing: \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_

Number of items not deleted that were missing: \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_

**Email the Charter School Tangible Property Inventory Report and electronic spreadsheet to the Property Records Analyst and Director of Charter Schools & Home Education no later than October 30th.**

Completed by: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Approved by: \_\_\_\_\_ (Signature of School Administrator) \_\_\_\_\_ (Date)

Approved by: \_\_\_\_\_ (Signature of Board Chairperson) \_\_\_\_\_ (Date)