INVENTORY OF EQUIPMENT PURCHASED WITH VOCATIONAL STATE FUNDS

This Inventory of Equipment form is to be submitted by the school division for all single items \$300 or more, at the time the requisition for payment of funds is submitted. Please submit this form to Pat Brooks, Accounting, P.O. Box 2120, Richmond, VA 23218-2120.

| School Division_ | School |
|-------------------------------------|---------|
| Program Service Area | Program |
| Signature | Date |
| Division Superintendent or Designee | |

| Record/Item Number | Date Purchased | Quantity | Equipment Item and Serial No. | Invoice Number | Unit Cost | Total Cost |
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