# LOUISIANA DEPARTMENT OF EDUCATION

# 21st CENTURY COMMUNITY LEARNING CENTERS (21st CCLC) Program

# INVENTORY FORM

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**Contract Period \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ Page \_\_\_\_\_\_ of \_\_\_\_\_\_\_\_**

**Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Person Completing Form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***All equipment purchased (iPADS, instruments, computers/lap tops, printers/copiers, scanners, smart boards, Televisions, fax machines) must be tagged. If items have been reported as stolen, a copy of the police report should be attached for stolen items.***

| **Serial #** | **Model #** | **Manufacturer** | **Purchase Price** | **Quantity** | **Year Purchased** | **Condition / Status**  **(*fair (F) ,***  ***good (G), excellent (E)*** | **Location** | **Surplus**  **“√”** | **Stolen**  **“√”** | **In Use**  **“√”** | **Funding Source Labeled “√”** | **Other** |
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