

BCS Federal Programs

ESSA
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Fixed Assets Report

School: _____ **Room Number:** _____ **Teacher:** _____

Item Description	Tag #	Serial #	Fund/Cost

I have conducted an Inventory check. All information is accurate and complete unless indicated above. I understand that I am responsible for all equipment on this sheet and I am accountable for following the proper procedure for equipment lost, damage or stolen. If an item needs to be moved from this room, I must fill out the proper documentation and have approval before it is removed from my room.

Signature: _____ Date: _____