

Conejo Valley Unified School District

Property Tracking Form

Date:

Requested by:

Current Site:

QTY	DESCRIPTION Include manufacturer & model #	ASSET TAG # Use "Additional Tags" if more lines are needed	SERIAL # Use "Additional Tags" if more lines are needed	Current Room #	Reallocate	Sell	Dispose	Destination Site	Room #

Instructions:

INPUT information in the shaded areas of the spreadsheet. Use drop down window for site selection.

SAVE the spreadsheet on your computer as your reference.

EMAIL a copy (as an attachment) to propertytracking@conejousd.org (new email?)