

GREGORY-PORTLAND ISD

NEW PROPERTY FORM

Campus: Date _____ PO#: _____

Department: _____ Room# _____ Bar Code: _____

Serial #: _____

Description of Item: _____

example: scanner printer, camera, DVD player, monitor, riding lawn mower, etc.

Model/Brand name/Veh (Make & Year): _____

Name: _____ Principal's Name: _____

Signature: _____ Principal's Signature: _____

***Business Office will complete the information listed below this line:** _____

*Inv# _____ *Inv# Date: _____ *Acct# _____

*Total Value: _____ *Vendor: _____

Instructions:

1. Upon receipt of the above item(s), an Administrator or Principal should approve this form.
2. After this form is completed and signed, the receiving school/department keeps a file copy and the original should be mailed via interoffice mail to the Business Office.

IT IS IMPORTANT THIS FORM IS COMPLETED CORRECTLY.
INCOMPLETE FORMS WILL BE RETURNED TO ORIGINATOR.