

Please do not copy and paste this file to your hard drive. This form is CONTROLLED and is maintained by the ESC Business Office. This form is interactive and should be filled out online.

Education Service Center, Region 2
Fixed Asset

Inventory Report Form

Use this form to report any items that have been found and are not in the Asset Management System (iTCCS)

Tag Number _____

Date Found _____

Enter the date you found this item

Detailed Description

Catalog Number _____ (Select the best category this item will fit in)

Serial # (if applicable) _____

Room Number _____ (This is where the item will be housed)

Department _____

Person Responsible for item _____

of Units _____ (Please enter only one (1) found item per form)

Your Signature:

Date:
