



Red River Parish School Board

1922 Alonzo Street • P.O. Box 1369 • Coushatta, LA 71019

Phone: (318) 932-4081 • FAX: (318) 932-3081

www.rrbulldogs.com

INVENTORY LOCATION CHANGE FORM

NOTE: This form MUST be completed whenever equipment is moved — even room to room at the same site.

Equipment Description: _____

Department: _____ Red River Inventory Tag # _____

Model # _____ Serial # _____

ORIGINAL LOCATION:

School/Site: _____

Location/Room: _____

MOVED TO:

School/Site: _____

Location/Room: _____

SIGNATURES:

Moved by: _____ Date: _____

Received by: _____ Date: _____

Send completed form to the appropriate department for inventory record update and then forward to the Business Manager at the Central Office.

____ Special Education, Karen Squires

____ Title I, Aron Jackson

____ Technology, Carey Prosperie

____ Other, _____

INVENTORY RECORD UPDATED:

Departmental Record Date: _____ Signature: _____

Central Office Record Date: _____ Signature: _____